

Privacy Notice - How We Use Pupil Information

Why do we collect and use pupil information?

We collect and use pupil information under the Data Protection Act 1998 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis. We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil attainment and progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to keep children safe;
- to meet the statutory duties placed upon us for (Department for Education) DfE data collections;
- to comply with the law regarding data sharing.

We may also receive information from their previous school, Local Authority, the Department for Education (DfE) and the Learning Records Service (LRS).

Note: Schools and Local Authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

The categories of pupil information that we collect, hold and share include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address);
- characteristics (such as ethnicity, language, and free school meal eligibility);
- safeguarding information (such as court orders and professional involvement);
- special educational needs (including the needs and ranking);
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements);
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- assessment and attainment (such as Key Stage 1 and Phonics Screening results, post 16 courses enrolled for and any relevant results);
- behavioural information (such as exclusions and any relevant alternative provision put in place).

For details of what we collect, hold and share, please visit the Information Commissioner’s Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter ZA091286. <https://ico.org.uk/ESDWebPages/Entry/ZAO91286>.

At the point of transition to secondary school are legally required to transfer information as described in The Education (Pupil Information) (England) Regulations 2005. This includes information relating to:

- Pupil Identifiers such as name, date of birth, gender;
- Basic Details including characteristics such as language, disabilities, ethnicity, medical flags;
- Free School Meal Eligibility including dates of entitlement;
- Looked After Child flag
- Service Child flag including any concerns;
- Special Educational Needs such as the type of provision your child receives and the needs your child has;
- Address Details including phone and email addresses;
- Contact Details including address, phone numbers and email addresses;
- Assessments including a history of assessments from early years onwards;
- School History including schools attended, dates attended and why your child left the previous schools.

In addition, in order to further support transition information in the following areas will be shared if held:

- Learning style;
- Social & emotional development and behaviour;
- Punctuality;
- Early Help/Social Care involvement;
- Child and family Circumstances;
- Home to School Partnership arrangements;
- Friendship groups.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for no longer than is necessary. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools (which can be found at the following link:

http://ldbsact.org/download/policies/Document%20Retention%20Schedule_Nov15.pdf.

Who do we share pupil information with?

We routinely share pupil information with schools that the pupil's attend after leaving us; our Local Authority; the Department for Education (DfE); and the NHS (for inoculations, etc).

Why we share pupil information?

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required, by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested;
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher.