

## Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Educational attainment
- Assessment information
- Behavioural information
- Safeguarding information
- Attendance information

We also process certain 'special category' data about our pupils including:

- Relevant medical information – please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for medical issue, this will be shared with all necessary staff. We may do this in the form of photo identification to ensure that all staff are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to meet statutory duties placed upon us
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6 (1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information about individual pupils)(England) Regulations 2013

- Education (Pupil Information)(England)Regulations 2005
- Educational and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips
- Extra curricular activities
- Before & After School Club
- Nursery sessions

Whilst the majority of pupil information you provide to us is mandatory or of vital interest, some of it is provided to us on a voluntary basis. If there was information required above this, we would ask consent for this.

## **Storing pupil data**

Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept as long as is necessary to fulfil our organisations needs.

## **Who 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)
- National Health Service bodies
- Other agencies, when necessary or required to do so
- Companies we use to communicate with you (fully GDPR compliant)

## **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 our local authority (LA) and the Department for Education (DfE) under section 3 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)

### Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information held about them. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Ford in the first instance.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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: Mrs Ford

**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 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: and
- 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>

