

# Privacy Notice - How we use pupil information

## At Lindal and Marton Primary School



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

- Personal information e.g. name, unique pupil number and address
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. sessions attended, number of absences and absence reasons
- Relevant medical information e.g. allergies, conditions, GP details, notes from healthcare meetings, medication needs
- Special Educational Needs and Disabilities information e.g. Educational Health Care Plans, assessments from other agencies, notes from multi-agency meetings, support/provision needs
- Assessment Data e.g. attainment scores, reports, intervention evaluations, SATs results
- Safeguarding information e.g. referrals, concern forms, meeting minutes, court orders, SERIS reports,
- Behaviour e.g. Behaviour plans, incident reports, racial/homophobic bullying, exclusions
- Photographs
- Videos
- Voice recordings

### **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 comply with the law regarding data sharing
- to comply with DFE requirements regarding data collection
- to keep pupils safe

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

We collect and use pupil information for general purposes under paragraph 9.1c and 9.2g of the General Data Protection Regulations policy which complies with Article 6 and 9 of the GDPR.

## **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. We may also receive pupil information from other educational establishments that your child has been registered with such as their Nursery or Infant School. When a pupil transfers to secondary school or moves school within their primary phase, we will share the information we hold on them with their new school.

## **Storing pupil data**

Personal data relating to pupils at Lindal and Marton Primary School is stored in line with the school's Data Protection Policy and our Records Management & Retention Schedule. For further information, please visit our school's website or contact our Data Protection Officer.

## **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)
- other public services that have a lawful right to collect pupil information

## **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)**

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>

## **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 or the school's Data Protection Officer, Julie Doherty.

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
- a right to 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, 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:

**Fiona Doran – Headteacher - 01229 462710**

**Julie Doherty – Data Protection Officer – 01229 462753**