

# St Andrew's CE Primary School:

## Privacy Notice for Pupils



### Who processes your information?

This notice is to help you understand how and why we collect personal information about your child and what we do with that information.

St Andrew's CE Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The School Business Manager (SBM) acts as a representative for the school with regard to its data controller responsibilities; the SBM can be contacted on 01273 770082 or [admin@st-andrews.brighton-hove.sch.uk](mailto:admin@st-andrews.brighton-hove.sch.uk).

### 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 safeguard pupils.

### Which data is collected?

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

- Personal information eg names, pupil numbers and addresses
- Characteristics eg ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information eg number of absences and reasons for absences
- Assessment information eg national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information eg number of temporary exclusions.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required,

the school will provide you with specific and explicit information about the reasons the data is being collected and how the data will be used.

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

St Andrew's CE Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information about them from their previous school, the LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of the Education (Information About Individual Pupils ) ( England) Regulations 2013.

## **Storing pupil data**

We hold pupil data for as long as we need to in order to educate and look after your child. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **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. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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 and is necessary 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>.

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. If you would like to make a request for your personal information, or be given access to your child's educational record, contact our **data protection officer**.

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;
- 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 us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Data Protection Education, Unit 1, Saltmore Farm, New Inn Road, Hinxworth, Baldock, Hertfordshire SG7 5EZ.