



Privacy Notices Information about Pupils in Schools

Why do we collect and use pupil information?

Eastburn Junior and Infant School collect and use pupil information under Section 537A of the Education Act 1996.

Eastburn Junior and Infant School is the Data Controller of the personal information you provide to us.

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

- Personal information (such as name, unique pupil number, telephone number, email address and home address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as attainment and progress records across the curriculum subjects)
- Relevant medical information (such as accident logs, next of kin information for use with the emergency services, statutory assessment services and social care)
- Special Educational Needs information
- Exclusions & Behavioural information (types of behaviour displayed, outcomes of incidents and number of exclusions)
- Safeguarding information (detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies)
- CCTV and call monitoring recordings
- Photographs

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 help with our administration for example our text messaging service, parents' evening booking system, and our cashless services in school.

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.

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Lawful Processing

- In order to process your information we apply the following legislation:
Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Explicit consent of the data subject

Who do we share pupil information with?

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse / NHS
- Educational professions (e.g. Educational Psychologists, Specialist teachers etc.)
- Social care
- School staff
- Police and other legal professionals as appropriate
- Ofsted
- ParentPay & Schoolcomms – our cashless provider, text messaging/parent evening booking system and email providers – we share parent's email addresses, mobile phone numbers and your child's name to enable you to register for these services
- CPOMS – Our Safeguarding provider
- Bradford City Football Club – To track the progress of children who take part in our sports programmes.
- Classroom Monitor and SPTO – a system that we use to monitor your child's progress
- Keighley Schools Cross Country – Name and Year Group – (the club may take photos of your child whilst competing)

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.

We also share data to enable the school to operate effectively.

Storing pupil data

We hold pupil data in line with the Information Records Management Society. <http://irms.org.uk>.

Schools are required to hold pupil data for the date of birth of pupils +25years. In addition, for pupils with Special Educational Need and Disability the time period is increased to the date of birth of students +30 years. All data will then be disposed of securely.

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)

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.

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.

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: 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>

Our Local Authority at <https://bso.bradford.gov.uk>

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 Mrs Waterhouse, Headteacher or Richard Lewis-Ogden (Data Protection Officer).

We are happy to help people access your information in a timely manner, but it will be difficult to respond during the summer holiday period.

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, you should raise your concern with us in the first instance.

Mrs J Waterhouse
Eastburn Junior and Infant School

Or our Data Protection Officer Richard Lewis Ogden who can be contacted by telephone on 0113 3368400 or by email at dataprotection@carrmanor.org.uk or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

This privacy notice will be kept under review.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jo Waterhouse
Eastburn Junior and Infant School
Green Close
Eastburn
BD20 8UX

Or email dataprotection@carrmanor.org.uk

If you cannot access any of the above websites, please contact the school.

Data Protection Registration Reference: Z683110