

Sutton upon Derwent & Bugthorpe CE Primary Schools

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)
- characteristics (such as ethnicity, language, nationality, country of birth, religion, free school meal eligibility, pupil premium eligibility, child looked after and post-looked after information)
- copies of birth certificates upon initial registration at the school
- data collection sheets generated by our pupil database software (and used as contact information and a parent/carer checking exercise)
- the mobile telephone numbers of parents/carers linked to a pupil name and stored in a TXTRound (Sutton)/Teachers to Parents(Bugthorpe) web-based programmes
- Early Years Foundation Stage pupils assessment and photographs on the Tapestry web-based programme
- attendance information (such as sessions attended, number of absences and absence reasons, attendance action plans, and requests for absence from school in exceptional circumstance forms)
- relevant medical information (such as medical conditions, allergy information, medical/health care plans, emergency treatment plans, doctor and dentist contact details, asthma register, emergency asthma inhaler permissions, copies of doctor and hospital letters, copies of medical appointment cards, educational visit medical information, medicine administration consent from parents/carers, notifiable illness information, and emergency medical treatment consent from parents/carers)
- parent/carer permission consent slips for pupil participation in NHS-provided services (such as the flu vaccination programme, eye sight testing, and the height and weight measurement programme)
- prescribed medication (such as epi-pens, asthma inhalers and antibiotics, or any prescribed medication that has to be administered by school staff, and containing the child's name and date of birth on the prescription label)
- accident book records (including name, age, date of birth, details of accident, treatment received and who has been informed)
- local authority accident incident forms
- information relating to safeguarding (such as Early Help & Safeguarding Hub referrals, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- staff meeting records (where a child is named as part of the safeguarding agenda item)
- parent/carer permission forms for alternative drop-off and/or collection arrangements
- special educational needs information (such as SEND assessment records, individual education plans, statements of special educational need, and education health care plans)
- planning information (such as medium- and short-term planning containing pupil information by group)
- children's work (such as named exercise books, folders, topic folders and work on paper)

- assessment information (such as class and whole-school tracking grids and records of half-termly assessments and testing) on Educater web-based programme
- termly reports
- records of interventions related to extra provision
- pupil registration information for statutory assessment tests (such as Year 1 Phonics testing and Key Stage 1 and Key Stage 2 SATs)
- outcomes of statutory assessment tests (such as Year 1 Phonics test results and Key Stage 1 and Key Stage 2 SAT results)
- records of statutory moderation visits from the local authority
- behavioural information (such as exclusion letters, individual behaviour plans and re-integration records)
- records of physical restraint
- transfer records (from receiving schools and to transferring schools)
- educational visit consent slips from parents/carers (including payment information)
- educational visit itineraries (containing children's names by group and/or class)
- lists of pupils participating in local authority-run scooter, pedestrian and cycle training
- local authority home-to-school transport
- list of pupils for our weekly awards assembly
- pastoral care files
- risk assessments
- photographic permission consent slips from parents/carers
- permission consent slips for other school activities (such as choir, food-tasting, participation in clubs provided at school by an outside provider, etc.)
- unnamed photographs of pupils (where parents/carers have consented) on the schools' websites
- unnamed photographs of pupils (where parents/carers have consented) shared with the local press
- use of the internet permission consent slips from parents/carers
- visits in the vicinity of the school permission consent slips from parents/carers
- payment information, invoices and receipts relating to school meals
- payment information, invoices and receipts relating to before and after school clubs
- payment information, invoices and receipts relating to early years childcare for 3 and 4 year olds

Why we collect and use this information

We use the pupil data to:

- safeguard children
- support pupil learning
- inform planning and to set targets
- enable pupils to participate in statutory assessments
- monitor and report on pupil progress (including reporting on the outcomes of statutory assessments and moderation processes)

- report a child's progress to his/her parents/carers
- provide individual support to pupils
- monitor attendance
- promote positive behaviour and access to education
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing (for example, comply with Department for Education statutory school census requirements under sections 113 and 114 of the Education Act 2005)
- contact parents/carers and ensure contact details are accurate and up-to-date
- establish parental responsibility
- authorise medical treatment where this is needed
- administer medication where this is needed
- ensure the medical needs of our pupils are met
- facilitate pupil-participation in NHS-provided programmes (where parent/carer consent has been obtained)
- monitor accident trends and review risk assessments
- comply with accident reporting procedures as set by government
- ensure the special educational needs of our pupils are met
- meet statutory requirements placed on us as an education provider in supporting children in need and children looked after
- ensure pupils experience smooth transitions between settings
- enable pupils to be transported to and from school using local authority-provided transport
- celebrate the schools' and children's work
- enable pupils to participate in the life of the school (including participating in educational visits and activities for which parent/carer permission is required)
- enable pupils to access the internet under supervision in school
- enable parents/carers to pay for services provided by the school (such as school meals, early years childcare and before and after school clubs)

The lawful basis on which we use this information

We collect and use pupil information under under Article 6 and Article 9 of the GDPR (May 2018):

Article 6:

- processing is necessary for **compliance with a legal obligation** to which the controller is subject;
- processing is necessary in order to protect the **vital interests** of the data subject or of another natural person;
- 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;

Article 9:

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3 of Article 9;
- processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89](#)(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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

See the 'Information Records Management Toolkit for Schools' document (available on our website) for retention schedules.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the local authority (East Riding of Yorkshire Council – departments such as Education Welfare, the Early Help & Safeguarding Hub, Social Services, SEND, Behaviour Support, Education Psychology, Benefits)
- the local authority by which a child is looked after (this may be different from East Riding of Yorkshire Council)
- the Department for Education (DfE)
- the NHS (where a child has a specific medical need or where parent/carer permission is needed for pupil participation in an NHS-provided programme)

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 School Office at Sutton upon Derwent Primary School or Bugthorpe Primary School.

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 the School Office.