

# Grove Wood Academy Trust



## Privacy Notice - How we use pupil information

### Why do we collect and use pupil information?

We collect and hold personal information relating to our pupils under the Education Act 1996 and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support pupil's learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding to data sharing
- safeguard pupils

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

- personal information (such as name, unique pupil number and address)
- special categories of personal data including characteristics information (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)
- relevant medical information (such as medical conditions, medication required)
- medical accident logs, home address and next of kin information for use with emergency services, statutory assessment services and social care
- contact details (home address, email address and telephone numbers)
- assessment information (such as attainment and progress records across curriculum subjects)
- special educational needs information (such as Education Health Care Plans)
- 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)

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

We process this information under Article 6 of the General Data Protection Regulation (GDPR) in respect of compliance with a legal obligation (6 (1) (c)) and public interest (6 (1) (e)) and from Article 9 where data processed is special category data from the GDPR from 25 May 2018.

## **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 GDPR we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this and, if you do have a choice, how to withdraw your consent if you change your mind.

## **Storing pupil data**

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.

We hold general pupil data whilst the pupil attends our school and for 6 years after they have left.

We hold data relating to children with Special Educational Needs for 25 years.

We hold data both in paper form and in electronic records.

## **Who do we share pupil information with?**

- Schools that pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- The NHS (for purposes such as flu immunisations, height/weight checks etc.)
- The school photographer (information limited to name and registration group)
- The School Milk service (in relation to free milk for under 5s - information limited to name and date of birth)
- Other healthcare or specialist professionals (such as the speech therapist)

## **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 the DfE under regulation 5 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 DfE (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 DfE 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. The 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 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>.

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 the 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
- 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 to (and for which project) please visit:  
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the 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 our Data Protection Officer, Mrs Sarah Mark on 01268 743445 or email [dpo@groveswood.essex.sch.uk](mailto:dpo@groveswood.essex.sch.uk). The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

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 breach of the Data Protection regulations
- Withdraw your consent where the information given is not statutory

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 or directly to 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 our Data Protection Officer, Mrs Sarah Mark, on 01268 743445, email [dpo@groveswood.essex.sch.uk](mailto:dpo@groveswood.essex.sch.uk) or write to Grove Wood Primary School, Grove Road, Rayleigh, SS6 8UA.