

Privacy Notice (How we use pupil information)

We **Broad Chalke CE VA Primary School** are a data controller for the purposes of the Data Protection Act

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

- Personal information (such as name, unique pupil number, date of birth, address and contact details)
- 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, exclusions)
- Assessment data (such as EYFS, Phonics screening, KS1 SATS, KS2 SATS, individual pupil, groups and class progress and assessments)
- Medical information
- Special educational needs information (SEND)
- Pupil academic reports
- Behavioural information
- Child Protection information

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

The lawful basis on which we use this information

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

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

We hold pupil data for:

Class based assessments e.g. mark books	Current year + 1 year
Letters to parents of a sensitive nature	While pupil is at school + 3 years
Minor behaviour incidents	While pupil is at school + 3 years
Medical information	While pupil is at school + 3 years
Photographs	While pupil is at school + 3 years (unless kept as a historical record eg class photos/ whole school photos/ team photos)
Personal information and characteristics	Until pupil is 18
Attendance data	Until pupil is 18
Pupil FSM data	Until pupil is 18
Assessment data	Until pupil is 18
Pupil reports	Until pupil is 18
Racist incident log	Until pupil is 18
Serious behaviour incidents	Until pupil is 18
Pupil SEND data	1 main copy Closure + 25 years
Child Protection File	DoB + 25 years

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Other schools if the pupil is visiting for an event
- Local authorities
- Department for Education (DfE)
- Examination authorities
- Health authorities
- Social workers and support agencies
- Police and courts
- Pastoral care services such as Relate Counsellors, Play Therapists and The Bridge
- Classroom Monitor (for our pupil data tracking system)
- Cool Milk
- School Photographer
- Supply teachers
- IT Technician
- CEM for Baseline Assessments
- Fundraising companies eg names printed on tea towels and Christmas cards

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 **Mrs Michaela Johns (Data Protection Officer - DPO) or Mrs Amanda Brockway or Mrs Andi Chalk Tel: 01722 780212 e-mail: admin@broadchalke.wilts.sch.uk**

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:

Mrs Michaela Johns (Data Protection Officer - DPO) or Mrs Amanda Brockway or Mrs Andi Chalk Tel: 01722 780212 e-mail: admin@broadchalke.wilts.sch.uk

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.wiltshire.gov.uk/privacy>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

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| <ul style="list-style-type: none">• Pip Rabbitts
Data and Information Sharing Manager
Wiltshire Council
Bythesea Road
Trowbridge BA14 8JN
email: pip.rabbitts@wiltshire.gov.uk
Telephone: 01225 713091 | <ul style="list-style-type: none">• Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288 |
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