

St John of Beverley RC Primary School

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, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special Educational Needs (including needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Catering and free school meal management (such as dietary requirements, allergies)
- Trips and activities (such as special needs etc)

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 keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing pupil information are:

Article 6 GDPR Section 1

(a) Consent: the individual has given clear consent to process their personal data for a specific purpose

(c) Legal Obligation: processing is necessary for compliance with a legal obligation to which the controller is subject

(d) Vital Interests: processing is necessary in order to protect the vital interests of the data subject or of another natural person.

(e) Public Task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

(f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Conditions for processing special category data

Article 9(2) GDPR

(c) 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;

(d) 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 person data are not disclosed outside that body without the consent of the data subjects;

(g) processing is necessary for reasons of substantial public interest, on the basis of 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.

How we collect pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer Files from a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Reviewing your data – we review your data in the autumn term however, we rely upon your contact with us to maintain correct information throughout the school year.

How we store pupil data

We hold pupil data for:

- the length of time the pupil attends the school

- Special Education Needs - date of birth of the pupil plus 25 years
- Child Protection information - date of birth of the pupil plus 25 years

Data held in hard copy format is archived and securely locked away in the school.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse
- NHS
- Diocese

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.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of the The Education (Information About Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

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 either Mrs L Hall, School Business Manager, or Mrs R Monkman, Data Protection Officer, through the school office telephone 01482 882487.

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

- A right to seek redress, either through the ICO, or through the courts

If you have a concern or complain 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/>

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections;

- Underpines school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example pupil progress measures).
- Supports 'longer term' research and monitoring of educational policy.

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)

Much of the data about pupils in England goes on to be held on the National Pupil Database (NPD).

The NPD is owned and managed by the Department of 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 NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>.

To contact DfE: <https://www.gov.uk/contact-dfe>

Contact

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

Mrs L Hall, School Business Manager or Mrs R Monkman, Data Protection Officer