

# Great Preston C of E Primary School

## Privacy Notice (How we use pupil information)



### The categories of pupil information that we process include:

- personal identifiers and contacts (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 the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, first aid, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1, key stage 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- school meal arrangements

This list is not exhaustive, to access the current list of categories of information we process please see enquire at the school office to view the data asset register.

### Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

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

**[Setting to document the lawful basis for each purpose (must include a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR-from 25 May 2018). Ensure you list all relevant legislation that supports the lawful basis. For DfE data collections see relevant legislation for each specific [data collection](#) you collect data for]**

- In accordance with the legal basis of Article 6, 1a for the purposes of : photographs for website, marketing and school newsletters
- In accordance with the legal basis of Article 6, 1b for the purposes of : financial information relating to the identification and collection of debt
- In accordance with the legal basis of Article 6, 1c for the purposes of : in care information and child protection information
- In accordance with the legal basis of Article 6, 1e for the purposes of :admissions, internal assessment, behaviour, exclusion data, exercise books, family connections, basic pupil information (name, gender, place of birth), national assessments, personal contact details, free school meals and pupil premium entitlement, school meal arrangements, transport to school

In addition, concerning any special category data:

- In accordance with the legal basis of Article 9, 2a for the purposes of: consent forms for visits
- In accordance with the legal basis of Article 9, 2b for the purposes of: attendance information with supporting medical information, ethnicity, health and safety information, religion
- In accordance with the legal basis of Article 9, 2h for the purposes of: medical details, safeguarding medical information, SEND information
- In accordance with the legal basis of Article 9, 2j for the purposes of: ethnicity, SEND information

## **How we collect pupil information**

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from 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 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.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please enquire at the school office for a copy of relevant policies.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us

- our local authority
- the Department for Education (DfE)
- school nursing team and NHS
- SIMS
- O Track (internal assessment system)
- Ofsted
- CPOMS (Child Protection Online Monitoring System)

## Why we regularly 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.

Data is shared with the parties listed above as it is either necessary for compliance with a legal obligation (article 6, 1c) or it is necessary for the performance of a task carried out in the public interest (article 6, 1e)

### Department for Education

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:

Phonics screening check data collection: the Education Act 1996 s29(3) • the Education (School Performance Information)(England) Regulations 2007 • regulations 5 and 8 School Information (England) Regulations 2008

Key Stage 1 & 2 data collection: the Education Act 1996 s29(3), The Education (School Performance Information)(England) Regulations 2007, Regulations 5 and 8 School Information (England) Regulations 2008.

School census: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by 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 the school office or our Data Protection Officer (DPO) Mr Tim Pinto [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 the school office or our Data Protection Officer (DPO) Mr Tim Pinto [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)

## How Government uses your data

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

- underpins 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, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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 in 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.

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>