

Morchard Bishop CE (VA) Primary School and Pre-School

Privacy Notice (How we use pupil information)

Morchard Bishop CE (VA) Primary School holds the legal right to collect data and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA, and/or DFE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

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 and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- SEND information
- Relevant medical information
- National Curriculum Assessments and exam results
- Individual assessment data
- Exclusions/ behaviour information
- Photographs
- School they attend after they leave us.

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 administer admissions waiting lists
- to safeguard pupils

The lawful basis on which we use this information

On 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR).

Most data will be processed under Article 6 of the GDPR on the basis that

- processing is necessary for compliance with a legal obligation to which we are subject
or
- 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.

We may also process pupils' personal data in situations where:

- processing is necessary in order to protect the vital interests of the data subject
or

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract or
- the data subject has given consent to the processing of their personal data for one or more specific purposes

Where consent has been obtained to use a pupil's personal data, this consent can be withdrawn at any time. This will be made clear when we ask for consent, and we will explain how consent can be withdrawn.

There may be more than one ground which justify our use of a particular category of data.

If we need to process any special category data under Article 9 of the GDPR which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of GDPR.

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

Personal data relating to pupils at Morchard Bishop CE (VA) Primary School and Pre-School and their families is stored in line with the school's Data Protection Policy.

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as necessary to complete the task the data was collected for originally or to comply with statutory retention requirements.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority including the EWO
- the Department for Education (DfE)
- School to school networks
- Relevant NHS staff including school nurse, physiotherapist, CAMHS, etc.
- Local Authorities
- Cool Milk
- Saints South West
- Peripatetic music teachers

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 either: The School Office or our Data Protection Officer (see below).

Data Protection Officer

Alvin Scott - e-mail: dpo@devonmoorsfederation.devon.sch.uk

Address: Coplestone Primary School
Bewsley Hill
Coplestone
Crediton
Devon
EX17 5NX

Tel: 07557 782389

Data Protection Team

Mr Chris Sargeant, Headteacher: csargeant@morchardbishop.devon.sch.uk;

Mrs Maggie Down (School Business Manager): admin@morchardbishop.devon.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
- seek redress, either through the Information Commissioner's Office, or through the courts

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, Morchard Bishop CE (VA) Primary School, Church Street, Morchard Bishop, Crediton, Devon EX17 6PJ

Tel: 01363 877328

Email: admin@morchardbishop.devon.sch.uk