

PRIVACY NOTICE

for

Cranbrook Primary School



Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

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 support you to decide what to do after you leave school

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

- Personal information (such as name, unique pupil number 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)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of information provided to us is mandatory, some of it is given on a voluntary basis. In compliance with the General Data Protection Regulation, we will confirm whether or not there is a requirement to provide specific pupil information to us.

Storing pupil information

Cranbrook Primary School keeps any information provided on our computer systems and also sometimes on paper.

We hold our pupils education records securely until they change school. All records are then transferred to the new school, where they will be retained until the pupil reaches the age of 25, after which they are safely destroyed.

There are strict controls on who can see this information. We will not share any data if we have been advised accordingly. The exception to this is if there is a health or safety concern or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend (or will be attending) after leaving us
- our local authority (Kent County Council) and their commissioned providers of local authority services
- the Department for Education (DfE)
- Management Information services
- Our commissioned providers of pupil attainment tests and progress tracking (Otrack/Wonde)

When necessary, we share relevant information for specific pupils with:

- The school nurse
- Therapists and teachers providing individual pupil support
- Social Services and other settings and agencies involved with the child
- School appointed providers of after school clubs

We also share limited information with:

- The Contract Dining Company
- Van Cols (Photographers)
- ParentMail

We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

Why we share pupil information

We only share information to the extent that we believe is necessary to comply with our legal responsibilities and to run a safe and efficient school. We always seek to ensure that any data shared is adequately protected through appropriate security measures and (where relevant) contractual protections.

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.

Some of the information that we provide to the DfE as part of statutory data collections, such as the school census, is then stored on 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. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the pupil information we share with the DfE for the purpose of data collections. 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>

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.

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 Headteacher.

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;
- 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.

School contact: To make a request for personal information, or to be given access to your child's educational record, please contact the school secretary.

KCC Contact: If you would like to get a copy of the information that KCC shares with the DfE or how they use your information, please contact

Information Resilience & Transparency Team
Kent County Council
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk

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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the headteacher in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further Information:

If you would like to discuss any of the principles of this privacy notice, please contact the Headteacher (via the school office).

The school has appointed an independent Data Protection Officer to ensure our compliance with the new regulation, whom we liaise with as required:

Satswana Ltd

Email: info@satswana.com

Telephone number: 01252 516898

Office address: Pembroke House, St Christopher's Place, Franborough, Hampshire, GU14 0NH.