

DATA PROTECTION ACT 2018

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, nationality, country of birth and free school meal eligibility)
- Information from other agencies for the wellbeing, safeguarding and protection of children
- Special Educational Needs information.
- relevant medical information (such as allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- attainment information (such as test scores, teacher assessments of pupils' attainment)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Pupil Premium Eligibility (such as Looked After Status and Forces)
- Information provided by parents/carers

Why we collect and use pupil information

We collect and use pupil information:

- 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
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis we rely on for processing pupil information

Roos C E (V C) Primary School is acting in the public interest when providing an education. We collect and use pupil information as we have a legal obligation under the Education Act 1996 and Regulation 5 of The Education (information about individual pupils) (England) Regulations 2013.

Processing of special categories of personal data is necessary for reasons of substantial public interest, for example data collection by the DfE under the Education act 1996; this information can be found in the census guide documents on the following website:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Where pupil information is held with your consent (for example photos) this will be made clear and consent can be withdrawn at any point.

Our lawful basis for processing is therefore based on law or consent.

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 is stored securely in line with the schools Data Protection policy and retention schedules.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (including their outsourced providers)
- the Department for Education (DfE)
- relevant third party providers
- NHS (for example school nurse or other medical providers)
- police
- other schools if/when the child moves (including secondary school)

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.

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 (DfES) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

We share data with other third party data processors to allow us to perform tasks within school more efficiently and effectively. Where we do this it will always be in accordance with our data protection policies.

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>

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.

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 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)

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-supportinginformation>

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

- 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 the 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 the School Business Manager.

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 or complaint 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:

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