

Privacy Notices

Information about Pupils in Schools



Why do we collect and use pupil information?

Addingham Primary School collect and use pupil information under the Data Protection Act 1998 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes (and from Article 6 and Article 9 where data processed is special category data from the General Data Protection Regulation from 25 May 2018). Data may also be sent to us from your child's previous school, Local Authority (LA) and/or the Department of Education (DfE).

Addingham Primary School is the Data Controller of the personal information you provide to us.

Information can be found in the census guide documents on the following website
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

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 help with our administration for example our text messaging service, parents' evening booking system, and our cashless services in school.

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

- Personal information (such as name, unique pupil number, telephone number, email address and home 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)
- Assessment information (such as attainment and progress records across the curriculum subjects)
- Relevant medical information (such as accident logs, next of kin information for use with the emergency services, statutory assessment services and social care)
- Special Educational Needs information
- Exclusions & Behavioural information (types of behaviour displayed, outcomes of incidents and number of exclusions)
- Safeguarding information (detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies)
- Photographs

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.

Lawful Processing

In order to process your information we apply the following legislation:

- Processing is necessary for compliance with a legal obligation
- 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
- Explicit consent of the data subject

Storing pupil data

We hold pupil data in line with the Information Records Management Society. <http://irms.org.uk>.

Who do we share pupil information with?

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse / NHS
- Educational professions (e.g. Educational Psychologists, Specialist teachers etc.)
- Social care
- School staff
- Police and other legal professionals as appropriate
- Ofsted
- ParentPay – our cashless provider, text messaging/parent evening booking system and email providers – we share parent's email addresses, mobile phone numbers and your child's name to enable you to register for these services
- CPOMS – Our Safeguarding provider

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.

We also share data to enable the school to operate effectively.

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 pupil information we share with the department, for the purpose of data collections, 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.

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>

Our Local Authority at <https://bso.bradford.gov.uk>

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
- 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 about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, via the Headteacher. Or you may wish to contact the data protection officer that our local schools (2VLC, Two Valleys Learning Collaborative) have employed, based at Carr Manor in Leeds.

Richard Lewis-Ogden

Data protection Officer

E-mail dataprotection@carrmanor.org.uk

or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

This privacy notice will be kept under review.

Contact

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

Miss H Cave

Addingham Primary School

Bolton Road

Addingham

Ilkley

West Yorkshire

LS29 0NR

If you cannot access any of the above websites, please contact the school.