Privacy Notice (How we use pupil information)

This privacy notice is issued in line with our data protection policy and data management framework, under the DPA 1988 and GDPR 2018.

Why do we collect and use pupil information?
We collect and use pupil information under article 6 of the GDPR – public task (of education under the Education Act 1996) and article 9 c of the GDPR - processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

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

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)
- Relevant medical information (such as chronic health conditions, allergies and other conditions that affect the health of the child while at school)
- Special education needs information
- Assessment information regarding educational attainment and progress in learning
- Behavioural information
- Child protection and safeguarding information

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
To ensure the integrity of records transfer, we hold pupil data for only as long as they are in the school plus one year, unless we are otherwise required to hold the data for longer (e.g. safeguarding information).

Who do we share pupil information with?
We routinely share pupil information with:
other English schools and their local authorities that the pupils attend after leaving us (tbc)
our local authority – including social services and the special educational needs department
the Department for Education (DfE)
NHS
Police
HMRC
• After school clubs the child attends at the school
• Harrisons (School lunch provider)
• Educational resource providers, e.g. Mathletics, Bug Club etc.

**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](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](https://www.gov.uk/education/data-collection-and-censuses-for-schools).


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

Third Party software Providers
Data is also shared with selected third party software providers. This enables pupils to access their own learning programmes from multiple providers in and out of school. All providers are checked by the school to ensure they comply with the GDPR and satisfy the criteria of the DfE’s guidance for Cloud software.

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:

Data Protection Officer: Craig Stilwell
Company: Judicium Consulting Ltd
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Telephone: 0203 326 9174

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 or directly to the Information Commissioner’s Office at [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/)

**Contact:**

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

Data Protection Officer: Craig Stilwell  
Company: Judicium Consulting Ltd  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: dataservices@judicium.com  
Telephone: 0203 326 9174

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice](http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice) or

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Officer,  
  Perceval House,  
  14-16 Uxbridge Road,  
  Ealing,  
  London,  
  W5 2HL.  
  Email: dataprotection@ealing.gov.uk  
  Tel: 020 8825 8282

- Public Communications Unit  
  Department for Education  
  Sanctuary Buildings  
  Great Smith Street  
  London  
  SW1P 3BT  
  Website: [www.education.gov.uk](http://www.education.gov.uk)  
  email: [http://www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)  
  Telephone: 0370 000 2288