Privacy Notice

May 2018
Beeches Junior School

Privacy Notice

(How we use pupil information)

Why do we collect and use pupil information

Beeches Junior School holds the legal right to collect and use personal data relating to pupils and their families. We may also receive information regarding them from their previous school, Local Authority and/or the Department for Education.

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

- Personal information (such as name, unique pupil number, address 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)
- Assessment information e.g. National Curriculum assessment results
- Special educational needs and disability information
- Relevant medical information
- Behavioural information – e.g. number of temporary exclusions
- Pastoral Information (e.g. referrals to agencies who support children and families)

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 ensure the safeguarding of pupils
- for statutory reasons

The lawful basis on which we use this information

We collect and use pupil information in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 (1)(e) of the General Data Protection Regulation (Regulation (EU) 2016/679). ‘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’;
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 Beeches Junior School and their families is stored in line with the school’s Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely or knowingly: data is only stored for as long as necessary.

Who we share pupil information with

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Our local authority e.g. admissions
- The Department for Education (DfE) e.g. for census, assessments, EYFSP, SEND, LAC, etc
- Other education providers
- NHS
- Other local authorities
- Health and other professionals working with specific pupils
- Other third parties for educational purposes e.g. Teachers2Parents, Catering, 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.


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 Mr Mike Smart, School Head Teacher at Beeches Junior School, on 0121 272 5888.

You also have the right to:

- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed if its non statutory

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.