



## Parent/Carer Privacy Notice

### Copley Junior School

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## **PARENT/CARER PRIVACY NOTICE (How we use pupil information)**

**Copley Junior School is the Data Controller for personal information with respect to responsibility under the General Data Protection Regulation (GDPR) legislation.**

**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, and free school meal eligibility)
- safeguarding information
- information relating to special educational needs
- relevant medical information (such as information from a doctor, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment information (such as national curriculum assessment results)
- behaviour information and exclusions
- photographs and video clips to celebrate pupil successes via the newsletter, website, school Twitter, local community magazine articles etc. (once parental consent has been gained)

### **Why we collect and use this information**

We collect and use pupil information:

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, emergency contact details etc.)
- f) to meet the statutory duties placed upon us for DfE data collections

g) to support educational visits and activities

### **The lawful basis on which we use this information**

Under the General Data Protection Regulation (GDPR), Copley Junior School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. This information is needed to enable us to comply with our legal obligation to provide an education service. We collect and use personal data in order to meet legal requirements including the:

- Education Act 1996
- Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2018

### **Collecting pupil information**

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if your consent is needed. Where consent is required, we will provide you with specific information with regards to the reasons that data is being collected and how the data will be used.

### **Storing pupil data**

Personal data relating to pupils at Copley Junior School and their families is stored in line with our Data Protection Policy.

In accordance with the Data Protection Policy, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Details of the retention of records can be found in our Retention Policy.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the pupil's family and representatives
- school nurse, NHS, CAMHS (Child and Adolescent Mental Health Services), Educational Psychologist, Paediatricians, Speech Therapy, Occupational Therapy, Physiotherapy, Behaviour Support Services (once parental consent is gained)
- Children's Services, including Safeguarding
- Services which support assessment (O-Track)
- Services which support parental communication and payment systems (Webanywhere and ParentPay)
- Services which support online learning (Times Tables Rock Stars)

## **Why we share pupil information**

We only share personal data where the law requires us to do so or where we obtain consent.

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 and also Keeping Children Safe in Education 2018 and Working Together to Safeguard Children 2018.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of

The Education (Information About Individual Pupils) (England) Regulations 2013.

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](#).

For more information, please see the 'How Government uses your data' section.

### **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, attainment and progress measures)
- supports 'longer term' research and monitoring of educational policy

### **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)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

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

## Requesting access to your personal data

Under data protection legislation, parents and pupils have certain rights with respect to their personal data.

You have the right to:

- apply to request access to information that we hold about them
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- restrict processing for certain purposes, e.g. direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, restrict its processing, erased or destroyed; and
- seek redress, either through the ICO, or through the courts

For further details on your rights or to apply to access your personal information, or be given access to your child's educational record, please contact the Head teacher.

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. Please contact the Head teacher in this respect. You also have the right to raise concerns with the school's Data Protection Officer or to 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:

Mrs E.A. Crayton  
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