

BRIMRO PRIMARY SCHOOL

PRIVACY NOTICE

INFORMATION ABOUT PUPILS IN SCHOOLS

Why do we collect and use pupil information?

Brimrod Primary School collects and uses pupil information under the Data Protection Act 1998 and 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)**.

Paper copies of information you provide is in the main entered onto our database and the original shredded, where this is not possible the information is kept securely in line with the General Data Protection Regulation.

Information can be found in the census guide documents on the following website

www.gov.uk/education/data-collection

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 services
- To comply with the law and regarding data sharing

The categories of pupil information 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).
- Assessment information.
- Relevant medical information.
- Special Educational Needs Information.
- Exclusions and Behavioural information.

Collection 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

We hold pupil data in line with the Schools Information Management Society www.irms.org.uk

Who do we share pupil information with?

- We routinely share pupil information with:
- Schools that the pupil attends before they come to Brimrod or after they leave us.
- Our Local Authority.
- The Department for Education(DfE)
- The School Nurse.

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 pupil 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 and 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 www.gov.uk/education/data-collection

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.

Law requires us, 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 purposes of data collections, go to www.gov.uk/education/data-collection

To find out more about the NPD, go to 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 the use of data.

Decisions on whether DfE released 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: 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:

www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE www.gov.uk/contact-dfe

Our Local Authority www.rochdale.gov.uk

Requesting access to your personal data

Under the 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 Head Teacher.

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 contact our Data Protection Officer at the Local Authority on 01706 647474 or directly to the Information Commissioner's Office at www.ico.org.uk

If you would like to discuss anything in this privacy notice, please contact our Headteacher Mr Stuart Perkins on 01706 647146

If for any reason you cannot access these websites and require paper copies, please contact the school office on 01706 647146