

Ashover Primary School
PRIVACY NOTICE
How We Use Pupil Information

	Date	Minute No.
Approved by Governors	17/10/2018	17/10/2018.22
Reviewed & Approved by Governors		
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Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- parental/carers contact details (such as name, phone number, email and address details)
- trip and activity information (such as attendance at clubs/ visits, emergency contact details, records of payment)

This list is not exhaustive, to access the current list of categories of information we process please see www.ashoverprimaryschool.derbyshire.sch.uk

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to keep parents informed of school events and activities
- h) to allow parents to make payments, provide consent and book activities on line

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function

- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for DfE census information
 - Section 537A of the Education Act 1996
 - The Education Act 1996 s29(3)
 - The Education (School Performance Information)(England) Regulations 2007 regulations 5 and 8 School Information (England) Regulations 2008
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- for the purpose of **(g)** and **(h)** in accordance with the legal basis of Legitimate Interests: processing is necessary for the purposes of the legitimate interests pursued by the controller

In addition, concerning any special category data:

- conditions (a), (b) and (c) of [GDPR - Article 9](#)

How we collect pupil information

We collect pupil information via registration forms when a child joins in EYFS and amend information via pupil update forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 you have a choice in this.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.ashoverprimaryschool.derbyshire.sch.uk

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)
- School Health
- 3rd party software providers

Why we regularly 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.

Destination School

In accordance with the legal basis of Legal Obligation, we have to share information and data we hold about our pupils with their destination school.

All data is transferred securely under a combination of software and hardware controls, which meet the current [government security policy framework](#).

Local Authority

In accordance of the legal basis of Legal Obligation, Public Task and Vital Interest, we share information with the Local Authority. Information may include: Safeguarding concerns, attendance monitoring, evidence of pupil progress and attainment, eligibility for Free School Meals.

A Data Sharing Agreement is in place. All data is transferred via encrypted email, secure internal post or via the secure Derbyshire Data Transfer System.

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 'How Government uses your data' section.

School Health

In accordance with the legal basis of Legal Obligation and Vital Interest, schools share information with School Health professionals.

A Data Sharing Agreement is in place. All data is transferred via encrypted email or confidential post.

3rd Party Software Providers

Schools use a variety of software providers to help facilitate them in their duties. At this school, we use the following:

- **CPOMS** for the recording and monitoring of safeguarding information. Data is transferred and held in accordance with the legal basis of Vital Interest.
- **Target Tracker** for the recording and monitoring of pupil progress and attainment. Data is transferred and held in accordance with the legal basis of Legal Obligation.
- ParentMail for the purpose of maintaining good channels of communication with parents and facilitating booking and payment for pupil activities. Data is transferred and held in accordance with the legal basis of Legitimate Interests.
- **Purple Mash and WebAnywhere** to facilitate pupil learning. Data is transferred and held in accordance with the legal basis of Legitimate Interests.
- **+ any more**

Data is transferred securely from our Management Information System to the 3rd party provider. Rigorous security controls are in place, which have been verified by Derbyshire County Council and the School. Details of the Privacy Policies for the 3rd party providers are available on their websites.

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:

Mrs H Cooper (School Business Officer)
Ashover Primary School
Narrowleys Lane
Ashover
Chesterfield
Derbyshire
S45 0AU
01246 590207
enquiries@ashover.derbyshire.sch.uk

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

Contact

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

Mrs H Cooper (Data Protection Officer)
Ashover Primary School
Narrowleys Lane
Ashover
Chesterfield
Derbyshire
S45 0AU
01246 590207
enquiries@ashover.derbyshire.sch.uk

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, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, 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/dfe-external-data-shares>

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