

Privacy Notice (How we use pupil information)

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, nationality, country of birth 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 information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- CCTV images
- Assessment and attainment (such as key stage 1 and phonics results)
- Behavioural information (such as exclusions and any relevant alternative provisions put in place).
- Information relevant to provision of meals (such as FSM status and payment records)
- Information relevant to any payments made to school (such as trips or purchases of materials)

Why we collect and use this information

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

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to meet the statutory duties placed upon us for the Department for Education (Dfe) data collections
- to keep children safe (food allergies, or emergency contact details)

The lawful basis on which we use this information

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are

- for the purpose of supporting pupil learning in accordance with the legal basis of Reasons of substantial public interest (with a basis in law) 9(2)(g)
- for the purpose of monitoring and reporting on pupil progress with the legal basis of Reasons of substantial public interest (with a basis in law) 9(2)(g)

- for the purpose of providing appropriate pastoral care with the legal bases of Reasons of substantial public interest (with a basis in law) 9(2)(g) and the condition of Safeguarding children and individuals at risk from Schedule 1 of the DPA 2018
- for the purpose of assessing the quality of our services with the legal basis of Reasons of substantial public interest (with a basis in law) 9(2)(g)
- for the purpose of meeting the statutory duties placed upon us for the Department for Education (DfE) data collections with the legal bases of Reasons of substantial public interest (with a basis in law) 9(2)(g) and the condition of Statutory and government purposes from Schedule 1 of the DPA 2018
- for the purposes of keeping children safe with the legal bases of Reasons of substantial public interest (with a basis in law) 9(2)(g) and the condition of Safeguarding children and individuals at risk from Schedule 1 of the DPA 2018
- for the purpose of monitoring and reporting on pupil progress with the legal basis of Reasons of substantial public interest (with a basis in law) 9(2)(g)
- for the purpose of providing appropriate pastoral care with the legal bases of Reasons of substantial public interest (with a basis in law) 9(2)(g) and the condition of Safeguarding children and individuals at risk from Schedule 1 of the DPA 2018
- for the purpose of assessing the quality of our services with the legal basis of Reasons of substantial public interest (with a basis in law) 9(2)(g)
- for the purpose of meeting the statutory duties placed upon us for the Department for Education (DfE) data collections with the legal bases of Reasons of substantial public interest (with a basis in law) 9(2)(g) and the condition of Statutory and government purposes from Schedule 1 of the DPA 2018
- for the purposes of keeping children safe with the legal bases of Reasons of substantial public interest (with a basis in law) 9(2)(g) and the condition of Safeguarding children and individuals at risk from Schedule 1 of the DPA 2018

Collecting pupil information

We collect pupil information via our registration form, educational visit forms, other forms and through the common transfer file secure file transfer from your previous school.

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.

Storing pupil data

We hold pupil data for the periods recommended by the Information and Records Management Society in their retention schedule ([Toolkit for Schools](#))

We hold personal data in locked cabinets and/or locked rooms and restrict access to people who need to know. Electronic data is password protected and protected from loss by on site and remote back-ups.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse and the NHS

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.

Department for Education (DfE)

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.

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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>

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 Peter Harper

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to

withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Peter Harper

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 3rd July 2023

Contact

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