
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 and address, date of birth, gender, parent/guardian details, armed service child, LAC, medical information and emergency contact details, name of doctor, allergies, dietary information, previous education
- Characteristics - such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information - such as sessions attended, number of absences and reason for absence and any pupil who is placed on a part-time timetable
- Behavioural Information - number and type of incident, including racial and exclusions
- Special Educational Needs Information
- Progress and attainment - including reading age, progress levels, assessment and SAT results
- Photographs are used to assist in identifying pupils, support learning, evidence tasks/progress and capture memories
- Information relating to child protection issues and looked after children will be kept in line with the law and in accordance with policies and procedures specific to their context

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 receive school funding
- to comply with the law regarding data sharing

The lawful basis on which we use this information

The lawful basis (article 6) and the processing of special categories of personal data (article 9) of the GDPR regulations is:

- **Consent**
We will obtain consent prior to processing personal data for a specific purpose unless the law or our policies allow us to do so
- **Legal Obligation**
The processing is necessary in order to comply with the law
- **Public Task**
The processing is necessary to perform a task in the public interest and as part of our official function as an educational establishment, and the task has a clear basis in law, for example, the submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996
- **Vital**
The processing is necessary to protect someone's life

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

We hold pupil data for the time the pupil remains at the primary school plus one year. Pupil data will also be forwarded to the secondary school (or other primary school) when the child leaves the school. In the case of a permanent exclusion the pupil data may be forwarded to the Pupil Referral Unit. In the case of no forwarding educational establishment, the pupil data will be forwarded to the Local Authority.

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 nurse or NHS
- Information may also be published to the school website (this will not include data of a sensitive nature)

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 the (DfE) under regulation 5 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) please visit:

<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.

To find out more about the NPD, please go to:

<https://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 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 the Data Protection Officer.

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
- this information will be made available free of charge, however, if it is a repeat or complex request, a charge may be imposed (you will be made aware of this charge prior to the request being carried out).

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 in the first instance. Alternatively, you can 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 Jane Hayward

Data Protection Officer

Tel: 01793 332425

Email: dataprotection@bluekitetrust.org.uk