



## Privacy Notice (How we use pupil information)

### The categories of pupil information that we process-collect, hold and share 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)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and 2 results and phonics results)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctor information, child health, dental health, allergies, medication and dietary requirements)
- Accident information
- Special educational needs
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- 'Prevent' and racist incidents reporting
- Information regarding trips and activities e.g. after school clubs, residential

We have CCTV in operation at various points inside and outside of school. This is for security and safeguarding of pupils and staff.

### Why we collect and use pupil information

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

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (medical, food allergies, safeguarding, emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law
- to monitor attendance
- to access support from external agencies
- to manage a range of processes e.g. school lunches, trips, visits, emergencies, texts to parents
- to contact you about activities such as fund raising events

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

We lawfully collect and use pupil information under Article 6 and Article 9 of the General Data Protection Regulations, which are an amendment to the Data Protection Act 1998. Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing pupil information are:

Article 6 that the information is a **legal obligation**; processing is necessary for the school to comply with the law.

Article 9 relates to special category data which is personal data which the GDPR says is sensitive, and so needs more protection. Our basis for processing this information is:

**Consent:** parents have given explicit consent to the processing of their child's personal data for one or more specified purposes e.g. medical conditions, special educational needs.

### How we collect pupil information

We collect pupil information via:

- Data collection sheet
- Import CTF file from a previous school or setting
- Pupil records from incoming schools

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 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. Personal data relating to pupils and their families is stored in accordance with our Data Protection Policy.

- Accident data and medicine details are kept for 25 years
- Examination results are kept for the current year plus 6 years
- Correspondence on unauthorised and authorised absence are kept for 2 years after the date of absence
- Child protection files including special educational needs are passed onto the next school or setting. If unknown then date of birth plus 25 years
- Admissions information is kept 1 year after the event and admission registers are kept for the date of the last entry plus 6 years
- Attendance registers are kept for 3 years
- Permission slips are kept for the conclusion of the trip
- For early years pupils, the name, address and date of birth of each child is kept for 50 years

## 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)
- Assessment recording systems e.g. Otrack, Rising Stars, FFT
- Health professionals, e.g. school nurse

And where appropriate

- Outside agencies e.g. Burton Albion Sports, local support team

## 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. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment and monitoring. We are required to share information about our pupils with our local authority (LA) and the DfE.

## 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](#).

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- The Schools Admission Code, including conducting Fair Access Panels

## 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/dfе-external-data-shares>

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 Mrs J Trusler, Bursar

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 Anderson-Headteacher 01283 247400 or Mrs Tracy Thorley DPO at [infogov@staffordshire.gov.uk](mailto:infogov@staffordshire.gov.uk)

## 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 15 October 2019