

St Chad's C.E. Primary School
Privacy Notice 2020-21
How we use pupil information



Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, St Chad's Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Entrust- who provide Data Protection Officer through a service purchased by the school.

The categories of pupil information that we collect, hold and share

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal identifiers and contacts (such as contact details, contact preferences, date of birth, identification documents)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Details of any medical conditions, including physical and mental health (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

This list is not exhaustive and a full list of categories of information we process is contained in our data asset register.

Why do 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 progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

Our legal basis for using this data

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

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil information via Pupil Registration forms when your child joins our school, data forms at the start of each school year, or Common Transfer File (CTF) sent securely from a 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.

How we store this data

We hold pupil data securely while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We follow guidance from the IRMS (Information and Records Management Society) in their 2016 publication 'Information Management Toolkit for Schools' when deciding how long to keep our records.

For more information on how we keep your data safe, please see our data protection policy.

Who do we share information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us - to transfer educational records with the child as they progress through school.
- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance and exclusions
- Our regulator - Ofsted - to comply with our legal obligations regarding the delivery of education
- suppliers and service providers - to enable them to provide the service we have contracted them for (eg Teachers2Parents)
- the Department for Education (DfE)
- Professional advisers and consultants (including speech therapists, support workers and visual impairment team) - to ensure that children's needs are met
- Police forces, courts, tribunals - to comply with lawful requests in public interests

Department for Education

We are required under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about

how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

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

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 Julie Gratty-Dean at office@st-chads-newcastle.staffs.sch.uk or our Data Protection Officer Mrs Tracy Thorley at tracy.thorley@staffordshire.gov.uk or dpo.schools@staffordshire.gov.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

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mrs Tracy Thorley at tracy.thorley@staffordshire.gov.uk or dpo.schools@staffordshire.gov.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

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>

DECLARATION

I have read and understood how school uses the data it holds, as specified in this Privacy Notice.

Name _____

Class _____

Signature _____

Date _____