

## **Privacy Notice (How we use pupil information)**

**The categories of pupil information that we collect, hold and share include, but the list below is not exclusive:**

- Personal information (such as name, unique pupil number and address, adult emergency contact information)
- Characteristics (such as free school meal eligibility, Pupil Premium Information)
- Special Categories (such as Ethnicity, Language, Nationality, Country of birth & Religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (Special Category Data)
- Special Educational Needs information
- Exclusions and Behavioural information.
- Financial Information (such as dinner money transactions, trip transactions)
- Post 16 learning information

### **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 comply with the law regarding data sharing

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

We collect and use pupil information under the Data Protection Act 2018 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018. (excluding (f) legitimate interests).

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose, except where Union of Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

### **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. This will be via the pupil information sheet that you are requested to complete upon your child's entry to the school.

### **Storing pupil data**

We hold pupil data if it is lawful for us to do. Any data that we are no longer required to hold lawfully is deleted/destroyed in accordance with the school's GDPR Data Ecosystem document.

### **Who we share pupil information with**

We routinely share pupil information, but not exclusively, with,

- schools / colleges / universities that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse / NHS
- training providers and potential employers

- Third party companies/partners who are assisting the school. All third-party companies/partners who process data on our behalf will have a data processing agreement with the school.

### **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) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Youth support services**

#### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

#### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

### **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, 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 Mr Bryan Chapman (Data Protection Officer) using the details provided at the end of this document. Please see the schools subject access request policy for further information.

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, restrict processing, erased or destroyed
- Data portability

- claim compensation for damages caused by a breach of the Data Protection regulations; and
- Withdraw consent for special categories by requesting a new pupil information sheet

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:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AFContact

If you would like to discuss anything in this privacy notice, please contact the data protection officer by e-mail (below) or contact the school who will pass your details to the data protection officer:

Bryan Chapman  
Chapman Data and Information Services Ltd  
[bryan.chapman@chapmandis.co.uk](mailto:bryan.chapman@chapmandis.co.uk)