



Privacy Notice

Headteacher	H Sarai
Chair	
Approved Date	14.06.18

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**.

The lawful basis on which we use this information

We collect and use pupil information 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 interest)

Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Why do we collect and use this information?

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

- to support pupil learning
- to safeguard pupils
- to monitor and report on pupil progress and attainment
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to carry out research

Which data is collected?

- Personal information (such as name, contact details, identification documents, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, date of entry into the UK and free school meal eligibility)
- Safeguarding information (such as professional involvement and minutes of meetings)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment, attainment and progress information (such as key stage 1, key stage 2 and phonics results)
- Relevant medical information (such as doctors information, child health, allergies, medication and dietary requirements)
- Special educational needs information
- Behavioural information (such as exclusions and relevant alternative provision put in place)
- Photographs
- CCTV images captured in school

How we collect 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. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific information with regards to the reasons the data is being collected. Pupil data is essential for the schools' operational use.

How long is data stored?

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected. The school may also keep it beyond attendance at our school if this is necessary in order to comply with our legal obligations. We hold pupil data for the following periods:

- Pupil's Information on SIMS for 10 years

- Accident Records and Date of Birth of a pupil for + 25 years
- Exam results for 7 years

Who we share pupil information with

The school does not share information about pupils with any third party without consent unless the law and our policies allow us to do so. The school routinely shares pupils' information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health authority
- Education Welfare Officer
- NHS Services e.g. Vaccinations

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.

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)

The NPD is owned and managed by the DfE 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.

You have the right to:

- Be informed about how the school uses personal data
- Request access to the personal data that the school holds
- Object to personal data being processed
- Request that your personal data is amended if it is incorrect or incomplete
- Prevent it being used to send 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

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 have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** at the following email address.

bantockprimaryschool@wolverhampton.gov.uk