

# St Bartholomew's C of E Primary School

## Privacy Notice (How we use pupil information)

St Bartholomew's C of E Primary School is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual.

### Why do we collect and use pupil information?

We collect pupil information and process it lawfully following the requirements below from Articles 6 and 9 of the GDPR:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- processing is necessary for compliance with a legal obligation to which the controller is subject

We use pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

### The pupil information that we collect, hold and share includes:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions/behavioural information
- Child protection information

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we inform you whether you are required to provide certain pupil information to us or if you have a choice in this. For software provided by external agencies we process the information as a legitimate interest.

### Storing pupil data

We hold pupil data electronically for fifteen years from the date of leaving. Pupil paper registration forms are held for seven years from the date of leaving. After this time, information is disposed of securely.

### Who do we share pupil information with?

We routinely share pupil information with:

- Educational establishments that pupils attend after leaving us
- The local authority
- The Department for Education (DfE)
- Software providers
- The NHS, Social Services (where appropriate) and other external agencies

For more information regarding how the Government uses school data, please go to <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### Sharing pupil information

- We do not share information about 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 Department for Education and contains information about pupils in schools in England. It provides 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 academies, 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 The Data Protection Officer ([DPO@rawlinsacademy.org.uk](mailto:DPO@rawlinsacademy.org.uk)). For further information, please see the Handling Subject Access Requests and the Subject Access Request procedure.

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 (for example, an automated credit check)
- 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, 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/>

#### **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 11<sup>th</sup> November 2019.

#### **Further information**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on [DPO@st-bartholomews.leics.sch.uk](mailto:DPO@st-bartholomews.leics.sch.uk).