

## Privacy Notice (How we use pupil information)

### The categories of pupil information that we process include:

- personal information such as name, unique pupil number, contact details and address, parent/carer name and contact details
- characteristics (such as gender, religion, language, country of birth, ethnicity, nationality and free school meal eligibility)
- support information such as child protection status, child looked after, adopted, service child status, pastoral information
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors and other health care professionals information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1/Key Stage 2 and phonics results)
- exclusions and behavioural information
- photographs

### Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to provide appropriate information to trip and activity providers
- h) to comply with the law regarding data sharing

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

- **Article 6 (1) (a)** Consent of the data subject
- **Article 6 (1) (b)** Necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- **Article 6 (1) (c)** Necessary for compliance with a legal obligation
- **Article 6 (1) (d)** Necessary to protect the vital interests (life) of a data subject or another person
- **Article 6 (1) (e)** Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

In addition, concerning any special data:

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## St. Mark's C.E. Primary School Pupil Privacy Notice 2018

- **Article 9 (2) (b)** Necessary to meet obligations under employment, social security or social protection law, or a collective agreement
- **Article 9 (2) (f)** For the establishment, exercise or defence of legal claims or court judicial capacity
- **Article 9 (2) (h)** For preventative or occupational medicine; medical diagnosis, providing health and social care or treatment or management of healthcare services under EU/national law or contract with a health professional.
- **Article 9 (2) (i)** For public health, e.g. protecting against serious cross border threats to health or ensuring high standards of health care and medicinal products or medical devices.

### Collecting pupil information

We collect pupil information via registration/pupil information forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform parents at the point of collection, whether they are required to provide certain pupil information to us or if they have a choice in this.

### Storing pupil data

We hold pupil data about students while they are attending our school. This data may be kept beyond their attendance at our school if it is necessary in order to comply with legal obligations. We hold this data securely for the set amount of time shown in our data retention schedule. The IRMS (Information and Records Management Society's) Toolkit for Schools sets out how long we keep information about students.

### Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving our school
- our local authority
- the Department for Education (DfE)
- Ofsted
- educators and examining bodies
- health authorities
- health and social welfare organisations
- professional advisers and consultants
- external agencies, e.g. music teachers, ITC providers, counsellors, Barnardos
- external residential and educational visit providers
- the pupil's family and representatives
- service providers and suppliers (to enable them to provide the contracted service) e.g. Eduspot (Teachers2Parents, SchoolMoney); Tapestry, Scholarpack, 3P Learning (Mathletics) and others supporting the education of pupils

The list is not exhaustive and will be added to as and when necessary

## 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. 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.

## 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](#).

For more information, please see 'How Government uses your data' section.

## 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 P Barfoot, Headteacher, St. Mark's C.E. Primary School.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

If you would like to discuss anything in this privacy notice, please contact: Mrs M Illingworth, Business Manager, St Mark's C.E. Primary 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, 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 and 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.

## St. Mark's C.E. Primary School Pupil Privacy Notice 2018

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>