

Privacy Notice for Pupils in Primary, Infant, Junior and First Schools

How we use student information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school or pre-school. The school uses and processes this information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to in this document as GDPR.

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

- Personal information (such as name, date of birth, address, unique pupil number)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, absences and absence reasons)
- Assessment information (such as internal and external tests, progress information)
- Medical information (such as allergies, medication a pupil might require and medical conditions)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, medical needs and previous learning or medical needs)
- Behavioural information (such as rewards, exclusions, incident slips)

We also process special categories of personal data that may include:

- Physical or mental health needs
- Racial or ethnic origin
- Religious beliefs or other beliefs of a similar nature

Why we collect and use this information

We use this pupil data:

- To support learning
- To monitor and report on student progress
- To provide appropriate care and guidance
- 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 Article 6 and Article 9 of the GDPR. This enables the school to process information such as assessments, special educational needs requests, Departmental censuses under the Education Act 1996 and the Education Act 1995, examination results and other such data processes that relate educational data to the individual within the requirements of the school in order to provide an education to the pupil.

Collecting student information

While the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

How do we collect personal data?

Information may be collected in many different ways but predominantly as set out below:

Face to Face

If you attend our school, we may collect your personal data from face to face contact

Paper copy

When pupils start in our school, we collect information on standard "student information" forms, which is then used to populate our electronic management information system.

Storing pupil data

We store pupil data in line with the Records Management Society Retention Guidelines for Schools, a copy of which is on our website.

We use a management information system, RM Integris, which is fully compliant with GDPR regulations. Staff have password protected access to the system and there is an audit log which details any changes made and by whom.

SEN and other sensitive records are stored securely in a locked cupboard.

Who we share information with

We routinely share pupil information with:

- Schools and other educational establishments that pupils attend after leaving us
- Our local authority – Lincolnshire County Council
- The Department for Education (DfE)
- The Police and law enforcement
- The school nursing team

Why we share pupil information

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

We share pupil information with the DfE on a statutory basis. This data sharing underpins school funding, 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 DfE (for example, the school census), please 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 to the DfE about our pupils as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows us to collect this information 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 thirds 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 the data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the 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 student 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 student information (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

Requesting access to 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 to be given access to your child's educational records, contact the school's data protection officer on dpo@suttertonswinesheadfederation.co.uk

You also have the right to:

- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing of data 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
- 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 would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer (DPO) at dpo@suttertonswinesheadfederation.co.uk