



# Christ Church C of E Primary School

## **Pupil Privacy Notice October 2018**

**3 year period covered by the plan:**  
1<sup>st</sup> October 2018 – 30<sup>th</sup> September 2021

Plan agreed: October 2018  
Plan Review: September 2021  
Lead member of staff: Avis Hawkins (Head Teacher)

## **Privacy Notice- How we use pupil information.**

### **The categories of pupil information that we collect, hold and share include:**

- 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
- Behavioural information including rewards / sanction 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:

Data Protection Act 1998 (until 25<sup>th</sup> May 2018)

- Schedule 2 (5)(b)- The processing is necessary for the exercise of any functions conferred on any person by or under any enactment
- Schedule 2(5)(d)- The processing is necessary for the exercise of any functions of a public nature exercised in the public interest by any person
- Schedule 3(7)(b)- The processing is necessary for the exercise of any functions conferred on any person by or under any enactment

General Data Protection Regulation (EU) 2016/679 (from 25<sup>TH</sup> May 2018)

- Article 6(1)(e)-the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Article 9(2)(g)- the processing is necessary for reasons of substantial public interest

### **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.

### **Storing pupil data**

Please see our Data Retention Schedule (attached) for how long we keep the various categories of data

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

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Out local authority
- The Department for Education (DfE)

## **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 data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Media (photographs and videos)**

Parental consent for the use of student images and videos is included in the pupil personal information admission form. The school and its partners will only use images and/or video footage of pupils on the school website, prospectus, and newsletter or for marketing purposes if parents have opted in. The use of pupil images by external organisations and agencies requires specific parental consent for each use.

Parents can withdraw consent at any time by contacting the school office.

## **The National Data 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 apart if 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 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 handing 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 the 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 to be given access to your child's educational record, contact the school office.

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, 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 Commissioners Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the Head of School via the school office.