



PRIVACY NOTICE & GENERAL DATA PROTECTION REGULATION

Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the pupil data:

- to support pupil learning
- to monitor and report on attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (such as food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors 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 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

The Lawful basis upon which we use this information

As a UK public authority we process the information above under the basis of Public Task, to carry out our official functions. However, where Consent is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons: for example use of photographs on social media (protected) (Article 6 (1)(a) and use of information regarding ethnic origin (Article 9 (2)(a).

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. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil information

Greysbrooke Primary School keep information about you on computer systems and also sometimes on paper.

We hold your education records securely until you change school. Your records will then be transferred to your new school. The retention period for SEN records is date of birth + 25 years after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Staffordshire County Council and their commissioned providers of local authority services
- the Department for Education (DfE)
- NHS
- ParentPay
- Parents Evening System
- Providers of ICT Software Packages eg Education City
- FROGS (PTA)
- Cyclist Training Ltd
- School Photographer

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.

To find out more about the 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>

We are required to share information about our pupils to the local authority and the DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

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 Mrs T Holmes, Headteacher. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

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

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts

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. Alternatively, if you are not satisfied with our response you can contact the external regulator of information rights and law the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Because we collect and process personal data we are registered as 'Data Controller' under current Data Protection legislation. Please contact the school if you have any questions about our privacy policy and notice, information we hold about you, or if you have a complaint about privacy or misuse of personal data. Our registered address as Data Controller is:

Greysbrooke Primary School
Barnes Road
Shenstone
Lichfield
WS14 0LT

You can also contact our Data Protection Officer using the below contact details:

Email: dpo@staffordshire.gov.uk

Post to:

Information Governance Unit
1 Staffordshire Place
4th Floor
Stafford
ST16 2LP

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the Information Commissioner's Office (ICO).

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, school GCSE results or 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
- 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.

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>