



# **Pupil Privacy Notice (How we use pupil information)**

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, photograph)
- characteristics (such as gender, age, ethnicity, religion, language etc, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement),
- special educational needs (including the needs and ranking)
- medical information 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 EYFS, Key Stage 1 and Phonics results and any other relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities (such as parent consent, risk assessment and medical information)
- catering and free school meal management (such as child's DOB, parent's DOB and national insurance number)
- admissions information (both for being admitted to our school and leaving our school and for any admissions or school to school related enquiries and data sharing)
- Identity management/authentication

This list is not exhaustive, to access the current list of categories of information we process please see [www.churchastoninfantschool.co.uk](http://www.churchastoninfantschool.co.uk)

## **Why we collect and use pupil information**

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

- a) to provide the child with an education and support pupil learning, allocate teaching resources and provide additional support
- b) to monitor and report on pupil progress and attainment
- c) to provide appropriate pastoral care and to support pupil health and wellbeing
- d) to assess the quality of our services
- e) to keep children safe (food allergies, medical conditions, emergency contact details, risk assessments and safeguarding information)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

- g) to provide extended school services
- h) to facilitate the claiming of free school meals and access subsequent pupil premiums where applicable

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c), (d) & (h) in accordance with the legal basis of public task: collecting data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) and (g) in accordance with the legal basis of vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of legal obligation: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - The Education Act 1996 s29(3)
  - The Education (School Performance Information) (England) Regulations 2007
  - Regulations 5 and 8 School Information (England) Regulations 2008
  - The Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- Conditions a, c, g, h and i of [UK GDPR - Article 9](#) where:
  - (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
  - (c) processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.
  - (g) processing is necessary for reasons of substantial public interest.
  - (h) processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care systems and services.
  - (i) processing is necessary for reasons of public interest in the area of public health.

## **Collecting pupil information**

We collect pupil information via admission forms when a pupil starts with us, from Common Transfer Files (CTF's) and other documents from other schools or the local authority, from other data forms and consents that we request e.g. annual data protection checks, from medical forms, from child protection plans and from other agencies and departments.

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

a choice in this.

## **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.churchastoninfantschool.co.uk](http://www.churchastoninfantschool.co.uk) or contact the school office.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our school improvement partners
- School Nurse
- Other agencies involved in the support of our pupils such as Early Help, Occupational Therapy, Speech and Language Therapy Services, Educational Psychologist, Learning Support Advisory Teacher.
- NHS
- Family Connect
- Education Welfare Team
- Severn Teaching School Alliance
- Third party systems that collect and store pupil information on our behalf e.g. CPOMS and Mathletics.
- Third parties via our newsletter, website and other documents or advertising or as part of specific events or visits.

## **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.

### **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 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (School Performance Information) (England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by the Department for Education (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.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- The Schools Admission Code, including conducting Fair Access Panels

## 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 Clare Reynolds, School Business Manager by phoning 01952 386390 or emailing A2033@taw.org.uk.

Depending on the lawful basis above, you may also have the right to:

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

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Clare Reynolds, School Business Manager by phoning 01952 386390 or emailing A2033@taw.org.uk.

## 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 20<sup>th</sup> November 2023.

## Contact

**If you would like to discuss anything in this privacy notice, please contact:** Clare Reynolds, School Business Manager by phoning 01952 386390 or emailing A2033@taw.org.uk.

## How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (DfE) (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 (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 for Education (DfE).

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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

## Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) 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 for Education's (DfE) 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 the

Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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/dfе-external-data-shares>

## **How to find out what personal information the Department for Education (DfE) holds about you**

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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