

## **Privacy Notice St Peter's, Earl Shilton**

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 1980. 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 pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

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

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons)
- Assessment information
- Special educational needs information
- Relevant medical information
- Exclusions / behavioural information
- Collecting pupil and parent/carer information

Whilst the majority of information you provide us with 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 information**

St Peter's Primary School keep information about children on computer systems and also sometimes on paper.

We hold education records securely until children change school. Your records will then be transferred to your new school.

There are strict controls on who can see your information. We will not share 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 do we share pupil information with?**

We routinely share pupil information with:

- School or colleges that the pupils attend after leaving us
- Our local authority
- The Department of Education (DfE)
- Target Tracker

### **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-collectionand-censuses-for-schools>.

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.

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collection such as the school census and early years' census. Some of this information is then stored in the NPD. The law allows this under the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD go to.

<https://www.gov.uk/government/publications/national0pupil-database-user-guideand-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 the 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 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-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-databas-requestsreceived>.

### **Why do we need information about parents/carers?**

We need to use your personal data in order to contact you should your child be unwell or injured, to remind and update you of events and to allow your child access to certain interventions.

### **How do we look after parents/carers personal data and keep it safe?**

Access to your personal data will be limited to school staff who need to know about you.

Information held on paper files are securely stored at the school and information stored on computer will be held securely behind passwords and other measures.

Information held on electronic files may also be stored for the school on 'cloudbased' servers providing that we are satisfied that our personal data will be held

securely and protected from any unauthorised access.

Requesting access to pupil or personal data

Under data protection legislation, parents/carers 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 school office. 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

Object to decision 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, 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/>

### **CCTV**

We do use Closed Circuit Television images, but only to reduce criminal and other action of individuals that may have a negative impact on teaching, learning and the working environment and to monitor the schools building to prevent the loss or damage of school property and its assets.