

# Bleak Hill Primary School

## Privacy Notice 2020

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



We collect and use pupil information under Article 6 of the General Data Protection Regulation (May 2018):

- 6(1) (c) 'Processing is necessary for compliance with a legal obligation or
- 6(1) (e) for the performance of a task carried out in the public interest or in the exercise of official authority'

### 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 (such as teacher assessments, test results)
- Relevant medical information (such as allergies, medical conditions)
- Special Education and Disabilities (SEND) information (such as Learning Support Service reports, categories of support, Education Psychologist reports)
- Exclusion information (such as dates of exclusion, reasons for exclusion)
- Behavioural information (such as incidents in school)
- CCTV footage

### Why we collect and use this 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 GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to comply with safeguarding requirements
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure efficient communication between school and home

## The lawful basis on which we use this information

We collect and use pupil information under Articles 6 and 9 of the General Data Protection Regulation (May 2018):

- 6(1) (c) 'Processing is necessary for compliance with a legal obligation or
- 6(1) (e) for the performance of a task carried out in the public interest or in the exercise of official authority'
- 9 (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

## Storing pupil data

We hold pupil data for the following periods of time:

- Pupil's Educational Record: duration of time in school + 1 academic year for Ofsted or Local Authority inspections. This may include samples of pupils' books, case studies and analyses of assessment information
- SEN Records: date of birth + 25 years
- Child Protection Records: date of birth + 25 years
- Accident Records: date of birth + 21 years
- CCTV images: maximum 28 days unless required for legal purposes

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- Ofsted
- Residential providers
- Sports coaches or other out of school club providers
- Staff associated with school trips and competitions
- Social care personnel, where relevant
- Police or other law enforcement authorities, where relevant
- School nurse service
- Other relevant health personnel
- Third party parent communication providers eg text messaging service
- Third party data processors who provide systems to school eg Capita Sims

## 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share information with third party data processors in order to enable systems to be put in place to manage a variety of school functions eg statutory data transmission, text messaging service, assessment data collection and monitoring.

## 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)

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 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 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-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 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 be given access to your child's educational record, contact Mrs June Thow, School Business Manager/Data Protection Officer

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 Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs June Thow, School Business Manager/Data Protection Officer