

## Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information
- special educational needs (including the needs and ranking)
- Relevant medical and disability information
- Attendance information (such as sessions attended, number of absences, absence reasons)
- Attainment in formative assessments and educational history
- Behaviour and Exclusion records
- Summative reports and communication with parents
- Photographic and video images

### Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe
- f) to meet the statutory duties placed upon us for DfE data collections

### The lawful basis on which we use this information

We collect and use pupil information under Article 6 EU GDPR:

(1a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

(1d) processing is necessary in order to protect the vital interests of the data subject

(1e) 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

And referring to Article 9 (Special Categories)

(2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(2d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects

## Collecting pupil information

Pupil data is essential for the schools' operational use. While the majority of pupil information you provide to us is mandatory, some of it 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 standard pupil data for the duration a child is on roll at Cholsey Primary School

## 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)
- Social/Health Services and consultants
- Agencies responsible for safeguarding children

## *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 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.

## *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 School Office. They will put you in touch with the relevant 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;

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/>

## ***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
- supports 'longer term' research and monitoring of educational policy

## ***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>

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

## ***Contact***

*If you would like to discuss anything in this privacy notice, please contact the School Office.*