

## Privacy Notice: How we use pupil information

### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Contact details (such as home address, email address and telephone numbers)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement, detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication, dietary requirements, accident logs, home address and next of kin information for use with emergency services, statutory assessment services and social care)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as attainment and progress records across curriculum subjects)
- Behavioural information (such as types of behaviour displayed, outcomes of incidents and number of exclusions)

### We collect and use this information to:

- support pupil learning;
- monitor and report on pupil attainment progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- to keep children safe (food allergies or emergency contact details);
- to meet the statutory duties placed upon us by the Department for Education;
- comply with the law regarding data sharing;
- comply with statutory request for data from relevant authorities.

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

We process this information under article 6 of the GDPR in respect of public task and from Article 9 where data processed is special category data from the GDPR from 25 May 2018

For further information on how data is used, please visit the following website  
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### Collecting pupil information

Pupil data is essential for the school's operational use. 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 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 and we will tell you what you need to do if you do not want to share this information with us.

## **Storing pupil data**

We hold pupil data securely for the length of time prescribed by the information management toolkit adopted by our school.

## **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)
- social care
- statutory assessment services
- Local health provider/NHS
- Essex County Council

## **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.

## **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>.

The law allows the department to share information about our pupils from the NPD with third parties who promote the education or well-being of children in England.

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>

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/dfes-external-data-shares>

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

### **Requesting access to your personal data**

Under GDPR, 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.

Depending on the lawful basis above, you may 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
- 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, 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: The Headteacher

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