



Privacy Notice – for parents and carers

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

Why do we collect and use pupil information?

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
- to provide a reward structure
- to track how well the school is performing as a whole
- to share performance information with external agencies such as the Department of Education, OFSTED or the Regional Schools Commissioner

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 including targets, attainment levels and progress measures
- Relevant medical information
- Special Educational Needs information
- Information on behaviour
- Safeguarding information

Why do we collect parent or carer information?

- to be able to contact you
- to report on pupil attainment and progress
- to provide appropriate pastoral care
- to enable payment of fees

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

- personal information (such as name, address, email addresses, telephone number)
- characteristics (such as ethnicity, nationality)
- banking details

The lawful basis on which we use this information

- In order to carry out our **public interest** duties from Article 6 from the GDPR – May 2018
- To carry out the **obligations of** and **legitimate interests** of the school under Article 9 from the GDPR – May 2018

Collecting pupil and parent 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 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 and parent data

We may hold pupil data for up to 25 years from the pupils from the pupil's date of birth but, in most cases, data will only be kept for statistical analysis, with the majority of data held being transferred to the pupil's next school. If any safeguarding information has been recorded about a child, we are required to archive those records for the lifetime of that child.

Who do we share pupil and/or parent information with?

We routinely share pupil and parent information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- My Concern – to record any safeguarding concerns
- OTrack – to record and track track pupil attainment and progress
- Parentpay – to operate financial services
- SchoolPod – to operate attendance procedures and to record behaviour
- Dolce – to operate the catering services

We may also share information with outside agencies as necessary, for example: Health or Safeguarding Professionals or the Police.

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 the (DfE) under regulation 5 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-censusesfor-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 and local authorities.

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 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/national-pupildatabase-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-pupildatabase-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 Julie Reed in the first instance

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, 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/>