



Privacy Notice - How we use pupil information

We collect personal information from you and may receive information about you from your previous school. We hold this personal data to:

- Support your learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Assess how well we are doing
- To comply with the law regarding data sharing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone, without your consent, unless the law and our policies allow us to.

The category 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 attending, number of absences and absence reasons)
- Relevant medical information
- Special Educational Needs information
- Examination information
- Assessment information (such as national curriculum levels and progress)
- Safeguarding (such as support workers and medical information)
- Behaviour and internal/external exclusion information
- Online identifiers (such as IP address etc)
- Images (photographs)
- Footage (filming for education purposes)

Why we collect and use this information

We use pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care and safeguarding support
- Assess the quality of our services
- Comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information for school purposes. The collection and use of pupil information is necessary for us to perform our role as a school and to deliver our public task of providing education to you. This task has a clear basis in law, specifically the Education Act 1996. More information can be found at <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> and <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

There are occasions where we may process your data for purposes outside of our public task of providing education to you – for example using your photo for promotional purposes. In these instances we will ask permission from yourself and/or your parents. Where we process more sensitive data (known as special category personal data¹) on you we need an additional legal basis. The bases we mainly use are:

- For the purpose of medical diagnosis and prevention (e.g. School nurse Team, ensuring staff are aware of allergies)
- To maintain your vital interests where consent is physically or legally incapable of giving consent (e.g. where you are unconscious and in need of medical assistance), and where your health data is then shared)
- Substantial public interest:
 - Statutory and government purposes (e.g. Ofsted, DfE)
 - Equality of opportunity or treatment
- Explicit consent

¹ personal data revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

Collecting pupil 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. When you (and/or your parents) give your consent, you have the right to withdraw consent at any time. In order to do so, please contact the school office.

Storing pupil data

We will store pupil files whilst you are at the school. After leaving or transferring schools the files will be transferred to your new school.

Who we share information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our Local Authority (LA)
- Department for Education (DfE)
- School Nursing Service
- Social Services

- National Health Services (NHS)
- Police and other official Government bodies

Why we share 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-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE 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 year's 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
- What level and sensitivity of data has been requested
- What arrangements are 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/df-external-data-shares>

To contact the Department for Education visit <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 educational record please contact the school office.

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
- 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 by contacting the school office.

Alternatively you can contact the Commissioner's Office at <https://ico.org.uk/concerns/>

We will not give information about you to anyone outside of the school without your consent (depending on your age, and capacity) unless the law and our policies permit it. We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

Contact

If you would like to discuss anything in this privacy notice please contact the school office or our Data Protection Officer at i-west@bathnes.gov.uk 01225 395959