



Privacy Notice: Euxton Primrose Hill Primary School

How We Use Pupil Information in School

We, Euxton Primrose Hill Primary School, are a Data Controller for the purposes of the UK General Data Protection Regulation (UK GDPR). We collect, process, hold and share personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

Why we collect and use this personal information:

We use the pupil data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- help and improve their health and wellbeing
- comply with the law regarding data sharing; and
- safeguard pupils

The categories of pupil information that we collect, process, 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)
- Relevant medical information (such as medical needs, conditions and impairments)
- Dietary information (such as food allergies and special dietary requirements)
- Assessment information – internal and external set tests
- Special Educational Needs and Disability
- Behaviour and exclusions
- School history (such as previous schools attended and schools attended when they leave us)
- Safeguarding information
- School travel (such as mode of transport to school)
- Extra-curricular activities (such as clubs and sporting events participated in)
- Photographs (such as in workbooks as evidence for pupil progress in school)

The lawful basis on which we use the information is:

We collect and use pupil information under Article 6 and Article 9 from UK GDPR as below:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of 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 shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (a) data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
 - (b) 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;
 - (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
 - (e) processing relates to personal data which are manifestly made public by the data subject;
 - (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
 - (g) processing is necessary for reasons of substantial public interest,;
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on 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.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

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 UK GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. In instances where consent is required, such as publishing an image of a pupil on the school website, this can be withdrawn at any time.

It is important that our pupils' personal information is accurate and current. Please keep us informed if your child's personal information changes whilst they are a pupil at one of our schools.

Storing pupil data

We hold pupil data for the following periods of time:

Pupil's Educational Record: duration of time in school (plus one academic year for Ofsted inspection. This may include samples of pupils' books, case studies and analyses of assessment information). The file, both paper and electronic, follows the pupil when he/she leaves the school.

Accident Record: DOB + 25 years

For some data, we are legally obligated to retain it for a specific amount of time, such as safeguarding information. All information will be retained in line with our retention schedule.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- Ofsted
- residential providers
- sports coach or other out of school club providers
- staff associated with school trips and competitions
- the Department for Education (DfE)
- school nurse service
- social care personnel including family support worker
- other relevant health personnel
- third party providers of ICT packages to support pupil learning, behaviour and safeguarding
- third party parent communication providers e.g. Parentmail and ParentPay
- LA catering service

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/datacollection-and-censuses-for-schools>.

The National Pupil Database

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/nationalpupil-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, please contact Mrs Claire Jones (Headteacher) or Mrs Joanne Vost (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 Claire Jones (Headteacher) or Mrs Joanne Vost (School Business Manager/Data Protection Officer).