

# OAKDENE PRIMARY SCHOOL

## Privacy Notice (How we use pupil information)

### Why do we collect and use pupil information?

As a school, Oakdene Primary School needs to collect, store and use data about you, your family and your child. The data we collect, use and share allows us to operate in the public interest as a school. We ensure that pupil information is only processed, stored and shared for appropriate lawful purposes. This privacy notice provides guidelines as to the information we process in school and how, why and with whom it is used and shared.

We collect and use pupil information under the Data Protection Act 1998 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

*Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.*

*Article 9 (GDPR) condition: For substantial public interest on legal basis.*

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

We may also receive information from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service (LRS).

**Note:** Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

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

- Personal information (such as name, date of birth, unique pupil number, address and medical/dietary needs)
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal/pupil premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Key contact information (parental/other emergency contact details)
- Information relating to Special Educational Needs
- Data which relates directly to personal welfare, wellbeing and performance of students, or that required by the Department for Education
- ‘Child in Need’ information for pastoral support, safeguarding and wellbeing

For details of what we collect, hold and share, please visit the Information Commissioner’s Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter Z6137998 which is Oakdene Primary School’s registration reference number.

### 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.

### Storing pupil data

We hold pupil data for no longer than is necessary. Full details of data retention lists can be found in

the Information and Records Management Society's (IRMS) Retention Guidelines for Schools. Please also see the Oakdene Disposal of Records Schedule which is available on the school website.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Stockton-on-Tees Local Authority, (including Attendance Team, Catering Department for school meal service, free school meal office and Families Information Service etc)
- The Department for Education (DfE)
- [Ofsted](#)
- NHS (*for inoculations, School Nursing Service etc*)
- Digital technology providers, such as Microlibrarian, Marvellous Me etc (basic details to provide access)
- Financial systems (eg CoolMilk who provide milk for Early Years)
- Relevant third party professionals where applicable eg Educational Psychologist, Educational Welfare Service (Attendance Officer)
- [Health and Social Welfare organisations](#)
- [Charities and voluntary organisations](#)
- Police forces, courts, tribunals
- Health Authorities

Where we transfer personal data to a county or territory outside the UK, we will do so in accordance with UK data protection law. When transferring personal information outside the UK, we will:

- Include the standard contractual data protection clauses approved by the European Commission for transferring personal information outside the UK into our contracts with those third parties (these are the clauses approved under Article 46.2 of the General Data Protection Regulation (GDPR); or
- Ensure that the legal framework in the country in which your personal information will be handled has been assessed as providing adequate protection for individuals' rights and freedoms for the personal data by the UK Government.

You can find out further information about the rules on data transfers outside the UK, including the mechanisms that we rely upon, on the website of the UK Information Commissioner's Office <https://ico.org.uk/>

### **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 (DfE) under regulation 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)**

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 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-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
- 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, contact Mrs E Bramley, Executive Head Teacher, via Mrs Swash or Miss O'Sullivan through the Oakdene email.

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/>

**Contact:**

If you would like to discuss anything in this privacy notice, please contact:

- Miss Lee O'Sullivan, School Business Manager, Oakdene Primary School.
- Data Protection Officer (for Schools)  
Corporate Services and Governance  
Gateshead Council  
Civic Centre, Regent Street,  
Gateshead, Tyne & Wear, NE8 1HH.  
Tel No: (0191) 433 2113 or 433 2192  
Email: [DPO@Gateshead.Gov.UK](mailto:DPO@Gateshead.Gov.UK)