

# Privacy Notice (How we use pupil information)

## The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, names of those with parental responsibility)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Two year old progress checks, EYFS Profile results, B2 EYFS data)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- eligibility for free school meals, DLA, DAF funding and 30 hour childcare (National Insurance numbers)
- Consent to attend educational visits and to take part in educational activities

This list is not exhaustive, to access the current list of categories of information we process please see the data asset register.

## Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, medication administration and care plans or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to comply with the law regarding data sharing

## The lawful basis on which we use this information

We collect and use pupil information in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR

*In the event of an emergency, where the sharing of medical information with the appropriate medical authorities may protect someone's life, we do this under the basis of Vital Interests*

*As part of statutory collections for the DfE we collect data for the completion of school censuses and school-level annual censuses, school capacity surveys, EYFS Assessment Data, with the legal basis of Compliance with a legal obligation*

- Education Act 1996
- Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In addition, concerning any special category data, conditions b, c, d, h of [GDPR - Article 9](#) apply;

- 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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- 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;
- processing is carried out in the course of its legitimate activities with appropriate safeguards
- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

## How we collect pupil information

We collect pupil information via

- initial entry forms at the start of the child's placement
- secure file transfer from previous setting or Local authority (paper or electronic version)
- Consent forms from person (s) with parental responsibility
- File transfers / reports from other professionals necessary in order to safeguard a child

We also generate our own data, for example through our planning and assessment of children.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. In accordance with the Data Protection legislation the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, in line with our Retention Schedule. For more information please visit [www.irms.org.uk](http://www.irms.org.uk)

See Data Protection Policy, Information Security Policy and Information / Data Asset Register for further information on how we keep your data safe. .

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Entrust
- School Nurse
- NHS
- Social Care
- Equals B2 Early Years Assessment Data
- Parentmail (used to contact parents via email / text)
- Chartwell's Catering

## **Why we regularly 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.

### **Schools that the pupils attend after leaving us**

Electronic pupil records e.g. SIMS are transferred by secure transfer. Pupil information files (containing EHCP's, reviews etc.) are usually hand delivered to the next school and signed for by an appropriate member of staff. If this is not possible, because of distance, pupil records are sent by 'signed for' mail.

### **Our local authority, Entrust, School Nurse, NHS**

The information we share with these parties include the following:

Names, addresses and dates of birth of all pupils and their parents' names, addresses and contact details, and any information necessary to support these services.

### **Social Care**

The information we share with these parties include the following:

Names, addresses and dates of birth of all pupils and their parents' names, addresses and contact details, and any information necessary to support these services and to ensure the welfare of the child.

### **Equals B2 Early Years Assessment Data**

The information we share with these parties include the following:

Names and dates of birth of all pupils and assessment data relating to pupil progress. .

### **Parentmail (used to contact parents via email / text)**

The information we share with these parties include the following:

Names, addresses and dates of birth of all pupils and their parents' names, addresses and contact details, and any information that we share with parents.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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 Joanne di Castiglione (Headteacher) or Tracy Thorley (Data Protection Officer) on [infogov@staffordshire.gov.uk](mailto:infogov@staffordshire.gov.uk)

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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: Headteacher, Joanne di Castiglione on 01785 246159 or Data Protection Officer, Tracy Thorley, on [infogov@staffordshire.gov.uk](mailto:infogov@staffordshire.gov.uk)

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school EYFSP results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:  
<https://www.gov.uk/government/publications/dfе-external-data-shares>

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