

## **Privacy Notice (How we use pupil Information)**

### **Information about pupils in schools, alternative provision, pupil referral units and children in early years settings**

## **Baslow St Anne's C. of E. Primary School**

### **Data Protection Act 2018 and General Data Protection Regulation Privacy Notice: How we use pupil information**

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

- Personal information (such as name, unique pupil number, address, parent/carer telephone number and email 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 and attainment information
- Relevant medical information
- Special Educational Needs information
- Exclusions and behavioural information
- Safeguarding and child protection information

We collect and hold 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). We use this personal data to:

- a) support our pupils' learning
- b) monitor and report on their progress
- c) provide appropriate pastoral care
- d) assess the quality of our services
- e) keep children safe
- f) meet statutory duties placed upon us, and
- g) to comply with the law regarding data sharing

#### **The lawful basis on which we use this information**

The lawful bases we rely on for processing pupil information are:

- for the purposes of a), b), c) and d) in accordance with the legal basis of Public Task; collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purpose of e) in accordance with the legal basis of Vital Interests; to keep

- children safe (food allergies, medical conditions, emergency contact details)
- for the purpose of f) and g) in accordance with the legal basis of Legal Obligation: data collected for DfE census information
  - o s537A Education Act 1996
  - o s 29(3) Education Act 1996
  - o Education (School Performance Information)(England) Regulations 2007
  - o Reg 5 and 8 School Information (England) Regulations
  - o Education (Pupil Registration) (England)(Amendment) Regulations 2013

In addition, concerning any special category data:

- Conditions a, b, c, d of GDPR – Article 9

## 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

Pupil information is stored in accordance with school's retention policy, which can be found on the school's website.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- Lady Manners School in accordance with the Early Help Provision
- our local authority
- the Department for Education (DfE)
- the school nurse and NHS (personal data of children or parents may be shared with NHS/Public Health Agencies where relevant to the COVID-19 pandemic)
- Teachers2Parents and SchoolMoney (the text and electronic payment system)
- Tempest (the school photographer)
- IT Just Done (the school's internet service provider)
- RM Integris (the school's electronic database provider)
- Lexia (electronic learning resource)
- Edenred – the FSM voucher scheme
- FFT Aspire (assessment system)

## 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/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 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 Vicki Jacob – School Business Officer at Baslow St Anne's C. of E. Primary School –01246 583298 / [enquiries@st-annescofe.derbyshire.sch.uk](mailto:enquiries@st-annescofe.derbyshire.sch.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
- 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:

Vicki Jacob – School Business Officer  
Baslow St Anne's C. of E. Primary School  
01246 583298  
[enquiries@st-annescofe.derbyshire.sch.uk](mailto:enquiries@st-annescofe.derbyshire.sch.uk)