



St Nicholas Church of England
Voluntary Aided Primary School
Child Okeford

Friendship · Respect · Curiosity · Community
Exploring possibilities together
With God all things are possible
Matthew 19:26

Privacy Notice for Pupil Information

Policy adopted:	May 2018
Approval Level:	Governing Body
Last Review:	December 2020
Policy review period:	Annually
Next Review:	November 2023

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, parent/carer contact details, address and emergency contact details)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information
- medical and administration (such as doctors information, child 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 EYFS, key stage 1 & 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Student photographs

Why we collect and use pupil information

We use pupil information solely for supporting pupil learning, monitoring and reporting pupil progress, providing appropriate pastoral care, assessing the quality of our services and to comply with the law regarding data protection.

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, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

We collect and use student information in accordance with the Education Act 1996 as well as Article 6 of the General Data Protection Regulation: 'Lawfulness of Processing' and Article 9: "Processing of special categories of personal data'. This information can be found on the following websites:

<https://www.privacy-regulation.eu/en/6.htm>

<https://www.privacy-regulation.eu/en/9.htm>

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

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.

Storing pupil data

We hold pupil data securely for the duration of your child's time at our school. We are required to hold school entry information for 7 years after your child has left.

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)
- school nurse
- school governors
- NHS
- our own school management system (SIMS)

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. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

Department for Education (DfE)

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 Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/nationalstudent-database-user-guide-and-supporting-information>.

The department may share information about our students 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 student 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 student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-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 **office@childokeford.dorset.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

We also use data, such as pupil images on Instagram and the school website. Parental consent is required before student information is shared in this way. This consent can be withdrawn at any time by contacting office@childokeford.dorset.sch.uk

When consent is withdrawn, we will delete all posts where the relevant student is identified.

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/>

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

Data Protection Officer: Jill Watson

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