

Privacy Notice

Why do we collect and hold pupil information (the lawful basis on which we use this information)

We collect and process information about children in our care and children to whom we provide services under Article 6(1)(e) of the GDPR which states: 'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller' and Article 9(2)(g): 'The processing is necessary for reasons of substantial public interest, and occurs on the basis of a law that is, inter alia, proportionate to the aim pursued and protects the rights of data subjects.'

We use 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
- to enable us to carry out specific functions for which we are responsible
- to derive statistics which inform decisions such as the funding of schools
- to assess performance and to set targets for schools

Collecting this 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.

The categories of this information that we collect, process, hold and share include (where relevant):

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- attendance information (such as sessions attended, number of absences and reasons)
- assessment information
- parent and emergency contact information, including National Insurance Numbers for Free Meals applications
- medical information
- special educational needs information
- exclusions/behavioural information
- social welfare information
- images of pupils (and occasionally other individuals) engaging in school activities (in accordance with the school's policy on taking, storing and using images of children). Please

note that Leadenham Church of England Primary School would use any CCTV footage in accordance with the Data Protection Policy and does not plan to use Biometric data systems.

Why we collect and use this information

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care
- to comply with the law regarding data sharing

Storing this information

We hold pupil data for the period of time recommended in the document retention guidance set out by the IRMS.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)
- our Local Authority
- schools that the pupils attend after leaving us
- Social Welfare Agencies
- NHS Agencies
- other educational facility providers (e.g. Tapestry, Class Dojo, Cool Milk, etc. as detailed in the school's GDPR Information Asset Register)

Why we share this 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 sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

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 children in England. It provides invaluable information on the background and circumstances on a child's journey and 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 children to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (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, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact Mrs J Couzens, Chair of Governors and Data Protection Officer, c/o Leadenham C E Primary School, Main Road, Leadenham, LN5 0QB.

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 Mrs J Couzens, Chair of Governors and Data Protection Officer, c/o Leadenham C E Primary School, Main Road, Leadenham, LN5 0QB.