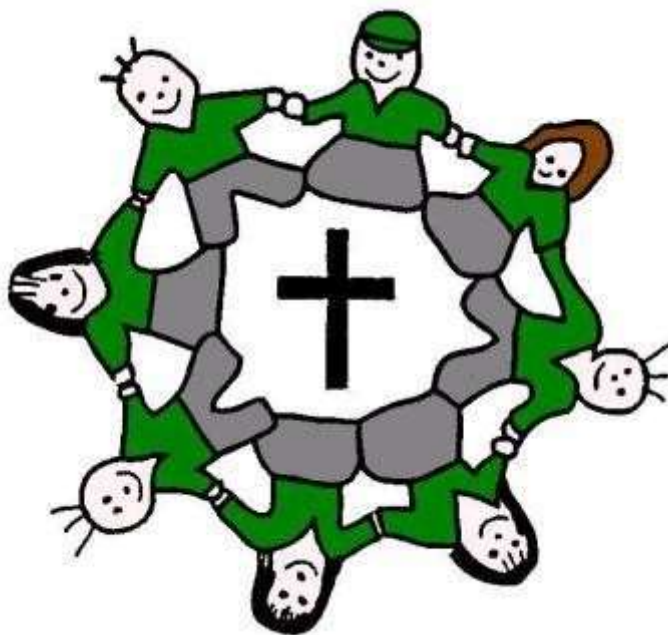


# St Martin's CE Primary School



## **Privacy Notice for Pupils** (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)
- 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 key stage 1 and 2 results and phonics results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

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

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (information about individual pupils) (England) regulations 2013

## **How we collect pupil information**

We collect pupil information via a pack of admission and consent forms on admission to the school. We will also ask for some of this information to be verified on an annual basis (e.g emergency contacts, medical/asthma conditions), and may seek specific consent for certain events

that may not be covered by the forms already completed (e.g school trips). We may also receive information from other schools, or settings attended prior to commencing at St Martin's CE Primary School.

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**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Records Management Policy.

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

Who we share pupil information with

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, assessment data and exclusion
- The Department for Education – to meet our legal obligations to share certain information with it such as test results, names, unique personal numbers (see below for further information)
- The pupil's family and representatives – where a request has been submitted to view or amend personal data
- Educators and examining bodies – to ensure smooth transitions where a pupil moves school and to allow adequate preparation and undertaking of examinations
- Ofsted – to enable Ofsted to carry out accurate inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to ensure school is financially transparent and accountable
- Central and local government – to meet our obligations to share certain information with it, such as safeguarding concerns and exclusions
- Our auditors – to ensure the school is financially transparent and accountable
- Survey and research organisations – to allow accurate representations of school
- Health authorities – to allow school to carry out its pastoral care towards pupils
- Security organisations – to allow school to effectively safeguard pupils
- Health and social welfare organisations – to allow school to carry out pastoral care towards its pupils
- Professional advisers and consultants – to ensure school can effectively deliver the best education
- Charities and voluntary organisations – to allow school to deliver extended educational opportunities

- Police forces, courts and tribunals – to allow school to carry out pastoral care towards pupils
- Professional bodies – to ensure school can effectively deliver the best education

### **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.

### **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

### **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 the Headteacher via the main office or email [info@st-martins.oldham.sch.uk](mailto:info@st-martins.oldham.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
- 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: The School Business Manager or Head teacher.

## **Additional data collection in response to COVID**

We may seek to collect, process and share your personal data in response to the recent outbreak of Coronavirus, which is above and beyond what would ordinarily be done so, about our staff, their dependents and the general public, to ensure their safety and well-being.

The legislative framework supporting data sharing relating to the management of the COVID19 pandemic is the notice under regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 and it is in the interests of public health that we share information where necessary for the purpose of COVID19 management. Such information will be limited to what is legal, proportionate and necessary, taking into account of the latest guidance issued by the Government and health professionals.

## **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 GCSE 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/datacollection-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/nationalpupil-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/dfeexternal-data-shares>

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