

## **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 and address, parents' names and contact details)
- Medical information
- Special educational needs information
- Characteristics (such as ethnicity, language, free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Examination results
- Behavioural records
- Exclusions records
- Photographic and video images

### **Why we collect and use this information**

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 monitor equality of opportunity
- to promote the school

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

We collect and use pupil information in accordance with the Data Protection Act and the General Data Protection Regulations. The lawful basis on which we collect that information will be at least one or a combination of the following:

- To comply with a legal obligation (this may be a statutory obligation we have under the law such as school census returns which allow the Department for Education to monitor how well a school is performing and the amount of funding it should receive)
- To carry out a task in the public's interest (to provide the pupils in our schools with an education)
- To protect the vital interests of a pupil or another person (for example collecting medical information about our pupils to ensure we can take appropriate action in case of an emergency)
- If we have been given consent from a parent/guardian to collect and use that information. If we have gained consent to use this information, we will always explain

the reason we are requesting consent and the result of consent not being granted. Consent can be withdrawn at any time.

### **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**

We hold pupil data for a limited amount of time and in accordance with our Data Retention Schedule which can be viewed upon request. This should be requested from the school office.

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

We routinely share pupil information with:

- a pupil's family or guardians
- schools that a pupil attends after leaving us
- the Department for Education (DfE)
- the local authority
- NHS nursing service
- Ofsted
- service providers

### **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 will share information with parents and guardians to meet our legal obligations, acting in the public interest regarding the education of the pupil and to protect your vital interests should they arise.

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

We share information with the local authority to meet our legal obligations to share safeguarding concerns, and exclusions. We share special educational needs and medical information with the local authority to meet our legal obligations to our pupils so that appropriate support can be provided to pupils who need it.

We share pupils' data with the NHS nursing services to provide health services for our pupils such as vaccinations and health checks as we have a legal obligation to do so.

We share information with our regulator, Ofsted, when our school is inspected so that they can evaluate our performance in delivering our service as we have a legal obligation to do so.

We share pupil information with our service providers who we have engaged in a contract to assist us in carrying out a task in the public interest.

### **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. 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

The Headteacher  
Sandford St Martin's CE VA Primary School  
Sandford, Wareham, Dorset BH20 7BN  
office@sandfordprimary.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

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 either the headteacher as above or our Data Protection Officer, Handsam Education Ltd, 6 Regents Court, Far Moor Lane, Redditch, Worcestershire, B98 0SD



## SANDFORD ST MARTIN'S CE (VA) PRIMARY SCHOOL

<b>PRIVACY NOTICE – A PARENTS' GUIDE.</b>	
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