

BRANTON ST WILFRID'S CE PRIMARY SCHOOL



GDPR Privacy Notice for Parents and Pupils

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 phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities (such as medical and pastoral information, health conditions, emergency contact information)
- catering and school meal management

This list is not exhaustive, to access the current list of categories of information we process please see our website www.branton-st-wilfrids-primary.co.uk

Why we collect and use pupil information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where 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. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our legal basis for processing this data includes the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996, 2002 and 2011
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Children's Act 1989 and 2004
- Education and Skills Act 2008
- Schools Standards and Framework Act 1998
- The Equalities Act 2010

We collect and use pupil information, for the following purposes:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service and how well the school is doing
- To comply with the law regarding data sharing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed on us for DfE data collections

How we collect pupil information

We collect pupil information via registration forms, data collection sheets at the start of the school year and secure file transfers from previous schools.

Living by our Christian Values

Generosity, Compassion, Courage, Forgiveness, Friendship, Respect, Thankfulness, Trust, Perseverance, Justice, Service, Truthfulness

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with 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 visit www.branton-st-wilfrids-primary.co.uk

Personal data relating to pupils at Branton St Wilfrid's CE Primary School and their families is stored in line with the school's GDPR Data Protection Policy, and the IRMS Information Management Toolkit for Schools.

Who we share pupil information with

We routinely share pupils' information with:

- Schools that the pupils attend after leaving
- our Local Authority
- Children's Services
- Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech and language, CAMHS, EMTAS)
- SEND professionals or educational settings

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. The school is required to share pupils' data with the DfE on a statutory basis.

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 either directly or via our local authority under Section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the 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

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Officer, Tim Pinto or the School Office.

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
- 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 Office on 01302 537344 or admin@st-wilfrids.doncaster.sch.uk
- Tim Pinto, the Data Protection Officer on 07595 302684 or tpinto@esafetyoffice.co.uk.

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 (eg pupil progress measures)
- Supports 'longer term' research and monitoring of educational policy (eg how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The National Pupil Database (NPD) is managed by the DfE 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/national-pupil-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 and 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/dfe-external-data-shares>

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

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