



Whitwick St John the Baptist CE Primary School

Privacy Notice for Parents/Carers

School and Rockhopper Club

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. Our school is defined as the 'data controller' for the purposes of data protection law. Our data protection officer is Vicky Pettit.

How we use pupil information:

Personal data that we may collect, use, store and share (when appropriate) include:

Personal Information	Name, gender, date of birth, unique pupil number, home address, contact details, contact preferences, photograph of your child.
Medical Information	Doctors information, child health, dental health, allergies, medication and dietary requirements.
Characteristics	Ethnicity, country of birth, nationality, language and religion.
Attendance Information	Sessions attending, number of absences and reasons for absences, any previous schools attended.
Assessment Information	Teacher assessment, statutory assessments, learning journey evidence (in reception and pre-school), reports to parents.
Other Information	Free school meal eligibility, travel arrangements, special education needs including the needs and ranking, safeguarding information including any court orders and professional involvement, exclusion and behaviour information, CCTV images captured in school.
Information on Parents / Carers with legal responsibility for the child	Name, telephone number, email, address, relationship to pupil.

Why we collect and use this data

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- Protect pupil welfare
- To meet the statutory duties placed upon us for DFE data collections.
- Comply with the law regarding data sharing

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. The lawful basis for processing personal data is set out in Article 6 of the General Data Protection Regulation.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way. This consent can be withdrawn at any time and we will make this clear when we ask and explain how consent can be withdrawn.
- We need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

We collect the majority of our pupil information via:

- Registration forms at the beginning of the year.
- Common Transfer Files (CTF) or secure file transfers from other schools or the Local Authority.

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 keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. A copy of this can be obtained through the school office.

Who we share pupil information with

We routinely share information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department of Education
- Health Authorities
- Social Services
- Examining Bodies
- Ofsted
- Professionals visiting the school i.e. Educational Psychologists.

Why we share pupil information

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. We share pupils' data with department for Education (DFE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and mentoring.

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.

How the 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, 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).

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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)

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/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 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/dfe-external-data-shares>

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. This is known as a "Subject Access Request". To make a request for your personal information, or be given access to your child's educational record, contact:

Jodie Wesley: School Business Manager

Vicky Pettit: Data Protection Officer

Telephone: 01530 832116 Email: jwesley@whitwickce.leics.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:

Jodie Wesley: School Business Manager

Vicky Pettit: Data Protection Officer

Telephone: 01530 832116 Email: jwesley@whitwickce.leics.sch.uk