



## **Privacy Notice (Pupils)**

### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address);
- Emergency contact details of parents/carers;
- Pupil and curricular records;
- Results of internal assessments and externally set tests;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Details of any medical conditions;
- Safeguarding information;
- Details of any support received , including care packages, plans and support providers;
- Photographs

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

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to safeguard our pupils;

- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

## **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it 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
- We need to protect the individual's vital interests (or someone else's interests)

## **Collecting pupil data**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we will aim to make it clear if it is mandatory or optional. If it is mandatory, we may explain the possible consequences of not complying.

## **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 to comply with our legal obligations. Our Record Retention schedule sets out how long we keep information about pupils.

You can request a copy of this by emailing the school on [a5203@taw.org.uk](mailto:a5203@taw.org.uk)

## **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 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.

We may also share data with:

The pupil's family and representatives to meet our legal obligations and to safeguard our pupils' welfare;

Educators and examining bodies – to allow us to perform official tasks in the public interest;

Suppliers and service providers – to enable them to provide the service we have contracted them for;

Central and local government – to meet our legal obligations and allow us to perform official tasks in the public interest;

Our auditors – to enable them to provide the service we have contracted for;

Health and social welfare organisations – to protect the vital interests of individuals;

Professional advisers and consultants – to enable them to provide the service we have contracted them for;

Police forces, courts, tribunals – to protect the vital interests of individuals;

Professional bodies – to allow us to perform official tasks 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 and early years' 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**

Individuals have a right to make a “subject access request” to gain access to personal information that the school holds about them.

Parents/Carers can make a request with respect to their child’s data where the child is not considered mature enough to understand the rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child we will:

- Give you a description of it
- Tell you why we are holding it, and processing it and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form.

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe including the right to:

- Object to the use of personal data if it would cause, or is causing , damage or distress;
- Prevent it being used for direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations .

To exercise any of these rights , please contact our Data Protection Officer.

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 write to:

Sue Hedges

Moorfield Primary School

Wellington Road

Newport

Shropshire TF10 7QU

Email [a5203@taw.org.uk](mailto:a5203@taw.org.uk)

*This notice is based on the Department of Education privacy notice for pupils, amended for parents and to reflect the way we use data in this school.*