



## **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)
- Personal information about a pupil's parents and / or other relatives (such as name, contact details, relationship to child)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Safeguarding and child protection information (such as court orders and professional involvement)
- Special Education Needs information
- Relevant medical information (such as doctors' information, allergies, medication and dietary requirements.)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment information (such as EYFS and phonics outcomes, results in KS1 and KS2)
- Exclusions / behavioural information

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

We use the pupil data:

- to keep children safe (food allergies, or emergency contact details)
- to provide appropriate pastoral care and ensure safeguarding
- to provide essential information to appropriate 3rd parties – including health, social services etc.
- to support pupil learning
- to monitor and report on pupil progress and attainment outcomes
- to assess the quality of our services
- to share data for statutory inspections and audit purposes
- to comply with the law regarding data sharing and meet statutory duties placed upon us for DfE data collections.

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

We collect and use pupil information under:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 8 (1)(2)Recital (38)
- Article 6 (1)(a)-(f), and Article 9 (GDPR) – from 25 May 2018
- Article 5 (6 Principles – from May 2018

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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 varying lengths of time depending on what the information is. Please contact the School Office for detailed clarification, if required. (GDPR Article 15 1 (d))

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- schools attended by siblings of those pupils on roll
- the Diamond Learning Partnership Trust (Our school's Academy Trust)
- our local authority (Peterborough City Council)
- the Department for Education (DfE)
- companies who provide residential trips for our pupils (i.e. Kingswood)

## **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. 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.

## **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 the website found at: <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, please visit:

<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 Office Manager on [office@braybrook.peterborough.sch.uk](mailto:office@braybrook.peterborough.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 in which 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 Mrs Val Day, Office Manager, on 01733 232159 or by email on [office@braybrook.peterborough.sch.uk](mailto:office@braybrook.peterborough.sch.uk) or, alternatively, you can contact the school's Data Protection Officer on [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)