



Amaze Excite Inspire  
'Jesus offers life in all its fullness'

## Privacy Notice – Pupil Information

May 2018

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**.

We, Langley Fitzurse C of E Primary School are a data controller for the purposes of the Data Protection Act.

Our data protection officer is Mrs Kay Vousden (see 'Contact us' below).

### **Personal data that we collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:**

- Personal information (such as contact details, contact preferences, date of birth, identification documents)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- Results of internal assessments and externally set tests
- Details of any medical conditions, including physical and mental health, accidents, injuries and allergies

- Educational records in general
- Exclusions/behavioural information
- Details of any support received, including care packages, plans and support providers
- Logons for online learning platforms
- Registers for school activities/services
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

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

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to use online learning platforms to enhance pupil progress

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

We collect and use pupil information under;

- Article 6 (EU GDPR - Lawfulness of processing) Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 9 (EU GDPR – Processing of special categories of personal data) Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data. Biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where we have obtained consent to use it in a certain way.

## **Collecting pupil data**

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 information on SIMS.net (school management information system) until the pupil transfers to another school (In Year Transfer or Secondary School). Once we have received confirmation that the receiving school has the information, we then delete it from our school management system. The school management system (SIMS. net) is backed up securely. The data is encrypted before it leaves the school and is then stored in certified datacentres in England.

Paper records and other electronic records are held secure and are only kept for as long as the pupil is at the school.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- local authority
- the Department for Education (DfE)
- the School Nursing Service
- NHS
- school service providers
- Draycot Benefice (Church)

## **Why we share pupil information**

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 do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

### **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**

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.

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: the Headteacher.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.wiltshire.gov.uk/privacy>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Pip Rabbitts  
Data and Information Sharing  
Manager  
Wiltshire Council  
Bythesea Road  
Trowbridge  
BA14 8JN  
email:  
[pip.rabbitts@wiltshire.gov.uk](mailto:pip.rabbitts@wiltshire.gov.uk)  
Telephone: 01225 713091
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
[http://www.education.gov.uk/help/contact  
us](http://www.education.gov.uk/help/contact-us)  
Telephone: 0370 000 2288

Langley Fitzurse School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection to enhance relationships.