

## **PRIVACY NOTICE**

### **(How we use pupil information)**

#### **Privacy Notice – General Data Protection Regulation**

We Kings Worthy Primary school are the data controller for the purposes of the General Data Protection Regulation 2016. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council.

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

- Personal information (such as name, unique pupil number and address)
- 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, exclusions)
- Attainment and Assessment information (marks and test results)
- School lunches and milk taken
- Medical, SEN and welfare information
- Behaviour information
- Trips, modes of travel and activity information
- Safeguarding information

#### **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 assess the quality of our services
- to comply with the law regarding data sharing
- Support your child(ren)'s teaching and learning;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Facilitate statistical forecasting and planning; and
- Assess how well our school is doing.

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

### **We collect and use pupil information**

- where it is necessary to comply with a legal obligation (for example, providing data as required by the Department for Education under the Education Act 1996)
- for the purposes of performing our public task (for example, to collect contact data for use in an emergency)
- where we have your consent
- for the purposes of performing our public task and the provision of health care (for Special Category data such as health information.)
- where it is necessary to comply with a legal obligation and to protect the vital interests of the data subject (for Special Category data such as Looked After child status.)

### **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 according to the Hampshire County council school record retention policy unless otherwise required on a statutory basis (for example, under the national Independent Inquiry into Child Sexual Abuse (IICSA.))

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nursing service, CAMHS, social services
- Tucasi (school lunch, trips and Parents Evening booking software), Cool Milk, the school photographer, ParentMail, PGL (residential trip provider) Walk to School logging service and Golden Mile
- Educational software providers (eg. Nessy, Purple Mash, Language Links, MyMaths)
- Assessment providers (Tapestry, Target Tracker)
- The PTFA and after school club

### **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.

#### **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 [dataservices@judicium.com](mailto:dataservices@judicium.com)

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 Judicium (the school's data protection officer) 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:

[dataservices@judicium.com](mailto:dataservices@judicium.com)