



PRIVACY NOTICE FOR PUPILS OF STICKLAND'S CE VA PRIMARY SCHOOL

Why do we collect and use your information?

Stickland's Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

Regulation 5 of The Education (Information About Individual Pupils)(England) Regulations 2013. In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons. 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
- To safeguard pupils

What data is collected?

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 meals eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Family/emergency contact details
- Safeguarding information
- Photographs
- Exclusions/behaviour information

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. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Stickland's CEVA Primary School keep information about pupils on computer systems and also sometimes on paper.

We hold education records securely until pupils change schools. Their records will then be transferred to their new school, where they will be retained until the pupil reaches the age of 25, after which they are safely destroyed.

There are strict controls on who can see the information. We will not share pupil data if we have been advised that you do not want it shared unless it is the only way we can make sure the pupil stays safe and healthy or we are legally required to do so.

Who do 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
- School nursing team or NHS medical agencies

Why we share pupil information

We do not share information about our pupils with any third parties without consent unless the law 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 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.

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>

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 or School Administrator at Stickland's Primary School.

You have the right to:

- Be informed how Stickland's Primary School uses your personal data
- Request access to the personal data that Stickland's Primary School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted

- Object to your personal data being processed
- Where the processing of your data is based on your consent, you have the right to withdraw the consent at any time
- 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

Stickland's CEVA Primary School

Summer Lane

Evershot

Dorset

DT2 0JP

Email: office@sticklands.dorset.sch.uk

Name of Child/ren:

I, (parent/carer), declare that I understand:

- Stickland's Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- How my data is used
- Stickland's Primary School may share my data with the LA/DfE
- Stickland's Primary School will not share my data with any other third parties without my consent, unless the law requires the school to do so
- Stickland's Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the school's GDPR Data Protection Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Signed:

Date: