



Deansbrook Infant School

## Privacy Notice for Pupils and Families

(How we use pupil and family information)

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

- personal information for pupil (such as name, date of birth, unique pupil number, address, previous schooling, siblings, medical information, information about SEND)
- information about our families (such as names, addresses, telephone numbers, email addresses, date of birth and NI numbers)
- characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility)
- assessment information
- attendance information (such as sessions attended, number of absences and absence reasons).

### **We collect and use this information to:**

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing

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

We collect and use pupil and family information under the Data Protection Act 1998 (DPA), "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR) and the Education Act 1996.

### **Collecting and storing pupil information**

Whilst the majority of pupil and family 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. We hold pupil and family data for as long as the child attends the school.

### **We routinely share pupil information with:**

- schools that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)

### **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 also 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>

## **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, please complete a data request form (available from the school office or on the school website) and hand it to the school office.

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/>

## **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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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.

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.

Useful websites:

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

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

<https://www.gov.uk/contact-dfe>

**If you would like to discuss anything in this privacy notice, please contact the headteacher.**