

Privacy Notice (How we use pupil information)

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, Brindley Heath Junior School, Enville Road, Kinver DY7 6AA, are the data controller for the purposes of data protection law.

Our data protection officer is: Tracy Thornley, Information Governance Unit, Staffordshire County Council.

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

- Personal information (such as name, dates of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, religion (if any))
- Attendance information (such as sessions attended, number of absences and absence reasons, exclusion data if relevant)
- Academic assessment information including internal assessments and externally set tests
- Details of Special Educational and Behavioural Needs (if any) and any support received, including care packages, plans and support providers
- Safeguarding Information
- Medical Conditions, including physical and mental health
- Address and telephone number of named contacts and contact preferences
- Photographs
- 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 and academic needs

- to monitor and report on pupil progress and attainment
- to create a positive learning environment
- to provide appropriate pastoral care
- to provide effective and appropriate communication with contacts and other relevant parties
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support and protect the welfare of our pupils outside the school environment
- to comply with the safeguarding duties and requirements of a school
- to provide continuity of provision between year groups within school and between the schools in Kinver Primary Federation

The lawful basis on which we use this information

We collect and use pupil information when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

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 keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The school follows the retention guidance contained within the Information and Records Management Society's toolkit for schools – a copy of the relevant schedule is available on request from the school office or from the school website

Who we share pupil information with

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us or have attended prior to their time with us
- local authorities: to meet our legal obligations to share certain information with them, such as safeguarding concerns, details on attendance and exclusions
- the Department for Education (DfE)
- the National Health Service
- the pupil's family and representatives
- Ofsted
- Suppliers and service providers, including Entrust – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals

- Professional bodies

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 own local authority (LA), other local authorities in certain instances 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>.

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:

Hattie Grove (Administrator)
Kinver Primary Federation
C/O Foley Infant School
Fairfield Drive
Kinver
DY7 6EW

hgrove@kpf.staffs.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 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:

- Hattie Grove on the details above

Or

- Tracy Thornley (Data Protection Officer) at infogov@staffordshire.gov.uk