**Northowram Pupil Privacy Notice**

**(How we collect and 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. This privacy notice explains how we collect, store and use personal data about pupils at Northowram Primary School.

## The categories of pupil information that we process include:

* personal identifiers and contacts (such as name, unique pupil number, contact details and address, emergency contacts)
* characteristics (such as ethnicity, language, and free school meal eligibility)
* safeguarding information
* special educational needs (including the needs and ranking)
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as key stage, and phonics results)
* behavioural information (such as behaviour record, exclusions and any relevant alternative provision put in place)
* Consents for trips and other activities
* Catering, including meals taken, payments and free school meals
* Clubs and activities provision, payments, permissions and ticketing.
* Photographs

## Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

* to administer school admissions
* to support pupil learning
* to monitor and report on pupil attainment and progress
* to provide appropriate pastoral care and protect pupil’s welfare
* to assess the quality of our services
* to keep children safe
* to meet the statutory duties placed upon us for statutory data collections
* To provide extra curricular experiences
* To share our pupil’s experiences (eg websites, newsletters, event programmes and other promotional activities).
* To promote the school

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

* Public Task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
* Vital Interests: to keep children safe
* Legal Obligation: to comply with our obligations under:
	+ Sections 29(3) and 573A of the Education Act 1996
	+ the Education (School Performance Information) (England) Regulations 2007
	+ regulations 5 and 8 School Information (England) Regulations 2008
	+ the Education (Pupil Registration) (England) (Amendment) Regulations 2013
* Consent
Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time.

## How we collect pupil information

We collect pupil information via:

* registration forms – when a child joins the school
* information from previous schools and pre-school settings
* Teacher assessments and the assessments of other professionals
* Local Authorities – admissions, Early Years Support, Social Services, etc
* NHS and other Health provision providers
* Parents, guardians and family members

Pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please phone the school on 01422 202704.

## Who we share pupil information with and why

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

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

* Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance, fines, exclusions, assessments
* The Department for Education- to meet our legal obligations to share information in relation to pupils attainment and progress
* Our regulator- OFSTED- to meet our legal obligation to share information in relation to attainment, progress, attendance, exclusions and safeguarding.
* The pupil’s family and representatives- to meet our public task to keep parents/carers informed about all aspects of a pupil’s attainment and wellbeing
* Educators and examining bodies- to meet our public task to pass on data for transitional purposes when a child moves to a new educational setting
* Health and social welfare organisations- to meet public task, our legal obligation or vital interests of a pupil/family in relation to a health or safeguarding concern.
* Professional advisers and consultants- to meet our public task in supporting the academic or social and emotional needs of a pupil.
* Police forces, courts, tribunals- to meet our public task, legal obligation or the vital interests of a pupil or family.
* Teachers and staff within the school- to carry out their public tasks within school.
* Governors to carry out our public task. Whilst we share data regarding exclusions, attendance and results, on the whole this is anonymised.
* Providers of extracurricular and additional activities (eg bikeability, sports providers, trip organisers).

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

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

## 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 School Business Manager.

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
* a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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: School Business Manager

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

* underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
* informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
* supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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)

Much of the data about pupils in England goes on to be held in 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>

## Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties, including:

* schools
* local authorities
* researchers
* organisations connected with promoting the education or wellbeing of children in England
* other government departments and agencies
* organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically suppliesdata on around 600 pupils per yearto the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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