

# PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

## Privacy Notice (How we use pupil information)

### Why do we collect and use pupil information?

We The Dingle Primary School collect and process pupil information as part of our public functions under both the Data Protection Act 2018 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under Section 537A of the Education Act 1996.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress and the national curriculum
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to enable communication with parents
- to report to the Governor Body to enable them to carry out their statutory duties
- to meet our statutory duties in relation to reporting (ie information on the school website)
- to comply with statutory duties in relation to safeguarding pupils

### 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, free school meal eligibility, dietary and allergen information)
- Attendance information (such as sessions attended, number of absences, absence reasons and punctuality)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs 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. 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 in accordance with our Retention Policy Schedule and Cheshire East Guidance.





























### How will my information be stored?

We store all pupil data securely on encrypted devices and on the GDPRis Platform/Arbor database.

### 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 (DfE)
- other third-party partners, including:

 53 ICT	 Capita	 DFE	 Educational Psychologist
 Groupcall	 Clicker	 GL Assessment	 Twitter
 Times Tables Rockstars	 IDL	 NAR	 NHS/Social Care/SCIES/
 Nessy Learning Ltd	 CPOMS	 Drop Box	 Arbor
 Egress Software Ltd	 RBUSS Back-up	 Love Music Trust	 Evolve
 FFT Education	 NARA	 PANDA	 Entrust
 GDPRis	 SEND Toolkit	 School Spider (website)	 Power Maths (Pearson)

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law allows 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.

We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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:
- 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 in compliance with

the GDPR.

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>

Information may be used to take automated decisions about your child, however in these circumstances school will take steps to ensure that human intervention is available to explain and challenge the decision.

Should a pupil move overseas, data will only be shared with the new educational provider if the country they reside belongs to the EEA.

### **Requesting access to your personal data**

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact [Miss C Clark, Data Protection Administrator, on \[finance@dingle.cheshire.sch.uk\]\(mailto:finance@dingle.cheshire.sch.uk\)](#)

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, 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/>

If you would like to discuss anything in this Privacy Notice, please contact: Miss C Clark, [The Data Protection Officer on \[DPO@dingle.cheshire.sch.uk\]\(mailto:DPO@dingle.cheshire.sch.uk\)](#)