



Privacy Notice (How we use Pupil Information)

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

- Personal information (such as name, unique pupil number, date of birth, childcare information, contact details and addresses)
- Characteristics (such as ethnicity, language, religion, and free school meal eligibility)
- Safeguarding information (such as court orders, incident records, meeting notes and professional involvement)
- Special educational needs (including the type of need, reports from other professionals)
- Medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment (such as end of Key Stage tests and internal assessment data)
- Behavioural information (such as exclusions and any relevant alternative provision put in place, incident records)
- Image and voice recordings (videos created as part of lessons)

Why we collect and use this information

We collect and use the pupil information:

- to support pupil learning
- to monitor and report on pupil progress
- to monitor attendance
- to provide appropriate pastoral/ medical care
- To access funding (such as for nursery funding)
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet statutory duties placed upon us for DfE data collections

We also use a CCTV system to monitor and collect visual images for security and the prevention of crime.

The lawful basis on which we use this information

We collect and use pupil information under Article 6 and Article 9 of the GDPR. This enables the school to process data (such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005) that relate educational data to the individual in order that school can provide education for the individual. The majority of pupil information you provide to us is mandatory and where we have legal obligation or public task under various UK laws.

How we collect 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 line with the Data Retention Guidelines, which is outlined in the IRMS Toolkit Information and Records Management Society's toolkit for schools.

Who we share pupil information with

We routinely share pupil information with the following:

- Schools that the pupils attend after leaving us
- Local authority
- Department for Education (DfE)
- Healthcare professionals (school nurse, NHS professionals)
- Ofsted
- Online Learning Platforms (Mathletics, Purple Mash)
- School Management System (currently SIMs)

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 the Local Authority (LA) or the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Department for Education

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](#).

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.
- Supports 'longer term' research and monitoring of educational policy.

Data Collection requirements

To find out more about the data collection requirements placed on use 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 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 **[setting to include details of their administrator / Data Protection Officer]**

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 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:

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