



Privacy Notice

How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school. The school uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

This privacy notice explains how we collect, store and use personal data about **pupils**. We, Baston CE Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Joe Lee of ARK ICT Solutions (see 'Contact us' below).

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 and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as internal tests, pupils progress information and examination results)
- Medical information (such as allergies to food, medication a student may require and medical incidents that have occurred inside or outside of school that may affect learning)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs)
- Behavioural information (such as rewards, achievements, incident slips and exclusions)
- Post 11 information (such as destinations data)
- Safeguarding Information
- Details of any support received including SEND information, care packages, plans and support providers
- Photographs
- CCTV images that may (in the future) be captured in school

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

We collect and use pupil information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

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.

How we collect your pupil information

Information may be collected in many different ways but predominantly as set out below:

Face to Face

If you attend our school, or we visit you, we may collect your personal data.

Email

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.

Paper copies of information

We collect information as detailed on our Student Update Form. We may also store letters sent to us by parents and those we send to you.

How we store your pupil information

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](#) and available upon request.

Who we share your pupil information with

We routinely share pupil information with:

- schools and other educational environments that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the Police and Law Enforcement
- Health and Social Welfare Organisations
- Special Educational Needs agencies
- External agencies supporting families
- Examination Boards
- Ofsted
- Suppliers and Service Providers
- Charities and Voluntary Organisations (PTA)

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 (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about data collection requirements for schools the Department for Education (for example; via the school census) go [to https://www.gov.uk/education/data-collection-and-censuses-for-schools](https://www.gov.uk/education/data-collection-and-censuses-for-schools).

National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Requesting access to your pupil information

Under data protection legislation, parents and pupils have the right to request information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record, please contact Mrs Rebecca Mills (Headteacher). As a school we hope that we are open and transparent with data. We must do this whilst protecting, securely, the individual and their right for their data to be held securely.

If you do need access to the data that we hold, then please follow the advice from the Information Commissioner's Office. You will find a template for a Subject Access Request on the website.

Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer (DPO).

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via the school office or our **Data Protection Officer (DPO)**:

- Joe Lee, Ark ICT Solutions (joe.lee@ark.me.uk)

Dated 25th May 2018