Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') which explain how we collect, store and use personal data.

The categories of pupil information that we process includes, but is not restricted to:

- Personal information (such as name, unique pupil number, date of birth, contact details, identification documents 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, absence reasons and any previous schools attended)
- Assessment and attainment information (including externally set tests and internal assessments such as Key Stage 1, Phonics, EYFS profile, reading scores etc.)
- Relevant medical information including physical and mental health and administraton (such as doctors information, child health, dental health, allergies, medication, dietary requirements, medical conditions and events)
- Special Educational Needs information, including the needs and ranking (such as as professional assessments, behavioural assessments/information)
- Behavioural infomration such as Exclusion information and any relevant provision put in place
- Safeguarding information (such as court orders and professional involvement)
- Photographs/video clips

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 collect and use the pupil data for the following purposes:

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

- to support and protect pupil welfare
- to administer admissions waiting lists
- to carry out research
- to email school communications such as newsletters
- for the prevention and detection of crime
- to protect vulnerable individuals
- for applications of further support or grants from external agencies/suppliers
- to meet the statutory duties placed upon us for DfE data collections

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 e.g. Education Act 1996
- 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 personal data, you have the right to withdraw that consent at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the School Business Manager, via the School Office.

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

We collect pupil information via registration forms, Common Transfer File (CTF) or secure fle transfer from previous school.

Pupil data is essential for the school's operational use. 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 for as long as they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal

obligations. Our retention schedule sets out how long we keep information about pupils.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- Central and local government
- the school nurse, NHS and Health authorities
- Our regulator, Ofsted
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors
- Health and social welfare organisations
- Police forces, courts and tribunals
- FORS – Friends of Robert Sandilands – to organise school events
- Other parents - to organise birthday parties and send Christmas cards by providing pupil names

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.

The Department for Education collects personal data from educational settings and local authorities via various statutory data collections. We are required to share pupils' data with the Department for Education (DfE) either directly or via our local authority for the purpose of thse data collections under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government 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 via the school office.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (incuding profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces legal or similarly significant effect on you

If you have a concern or complaint 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/

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

Last updated

We may need to update this privacy notice periodically so we recommend that ou revisit this information from time to time. This version was last updated on 24th January 2019

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jenny Burns, School Business Manager, via the school office. Tel: 01635 40318. Email: office@sandilands.w-berks.sch.uk

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 SAT results or Pupil Progress measures).
- Supports 'longer term' research and mnitornig of educational policy (for example w certain subject choices go to affect educaton 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 does 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 Deparment to share pupils personal data with certain third parties, including:

- Schools and local authorities
- reseachers
- 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 leal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slighty over time, DfE tpically supplies data on around 600 pupils per year to 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 vlumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information DfE hold about you

Under the terms f the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- For a description of the data they hold about you
- The reasons theyre holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its sourse

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-dor-education/about/personal-information-charter

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