



Privacy Notice (How we use pupil information)

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

This Privacy Notice explains how we collect, use, store and share personal data about pupils and their parents/carers. In data protection law, these activities are called data processing.

The categories of personal data we may process include:

- Personal information (such as name, unique pupil number and address, identification documents)
- Parental/carer contact information (name, telephone number, home address and email 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 and results of internal and externally set tests
- Relevant medical information
- Special Educational Needs information
- Exclusions / behavioural information

Certain information is deemed to be “special category” which is more sensitive personal data. This includes, but is not restricted to,

- information about any medical conditions, including physical and mental health;
- photographs and CCTV footage captured in school

Why we collect and use this information

We use the pupil and parent/carer data listed above:

- To support pupil learning
- To keep children safe
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To assist with our administration and communication systems – for example, text messaging and cashless services in school.

The lawful basis on which we hold this information

We collect and use pupil and parent/carer information in accordance with the Information Commissioners' Office (ICO) guidance on the lawful basis for processing as indicated below:

- Processing is necessary for compliance with a legal obligation. For instance, in order to comply with the legislation such as:
 - Education Act 1996 and 2002;
 - The Education (Pupil Information) (England) Regulations 2005;
 - Keeping Children Safe in Education regulations (updated annually).
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Explicit consent has been given

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 data protection legislation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. For safeguarding purposes, we will need to collect contact information from parents and have a legitimate interest to share this information, on occasion, with all parties who have designated parental responsibility to verify its accuracy.

Storing pupil data

We hold pupil data in line with the Information Records Management Society Toolkit for Schools ([see www.IRMS.org.uk / toolkit for schools](http://www.IRMS.org.uk))

Who we share pupil information with

We routinely share pupil information with:

- Schools or colleges that pupils attend after leaving us
 - Local authorities
 - The Department for Education (DfE) and other government departments
 - Health services (NHS/Public Health England)
 - Police forces, courts, tribunals
- Educational IT system providers such as SIMS, CPOMs, assessment tracking

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 our local authority (LA) and the Department for Education (DfE) under section 3 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 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: and
- 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.

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 the **Data Protection Officer**.

Parents or those with parent responsibility have the right to access their child's educational record. This right applies as long as the pupil is aged under 18.

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

Complaints

We take complaints about our processing of personal data very seriously. If you believe our processing of your personal data or that of your child is unfair, misleading or inappropriate or have any other 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/make-a-complaint/> telephone 0303 123 1113, or write to: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Contact us

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

Richard Lewis-Ogden – Data Protection Officer

Email: dataprotection@carrmanor.org.uk