

Privacy Notice

Information about pupils in schools, (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information in accordance with the rights of data subjects under the Data Protection Act 1998. We ensure we have procedures in place to detect, report and investigate a personal data breach. We collect and send information to the LA and DfE regularly such as in the termly school census, including the SLASC, Phonics Reading Test, KS1 Tests and School to School data exchange. In this we are guided by the Education Act 1966.

The census guide documents can be found on the following website
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

We use the pupil data:

- to support pupil learning
- 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

In addition for Foundation Stage pupils

The storage and processing of information and evidence about pupils' attainment across the Foundation stage has now changed. This information is now captured electronically and stored with an external provider (Data Processor). Please inform Mrs J Raine if you wish to opt out of this arrangement.

Processing images off site

On occasion the school permits data to be processed off site by members of staff (e.g. preparing learning journeys). This data is transported using secure encrypted devices only. Please contact Mrs J Raine for further information or if you want to opt out of this arrangement.

CCTV

The school has installed CCTV equipment for the purpose of security. Queries regarding this should be addressed to Mrs J Graham. We will provide this to the police on request.

Text Service

The school uses a texting service managed by ParentPay to communicate with parents. Please contact Mrs J Raine for further information or if you want to opt out of this arrangement.

Class Lists

On occasions the school may be asked by parents for names of children in their class. We will only share this information with parents of children in the same class. Please inform Mrs J Raine if you wish to opt out of this arrangement.

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)
- Medical and Special Educational Needs Information (such as any need which may affect a child's ability to learn)
- Assessment Information (such as the levels of attainment)
- Behavioural Information (such as any exclusions)

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 the Information Management Toolkit for Schools Guidance. (Version 5 01 February 2016)

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- The School Nurses
- Educational Support Services – such as Speech and Language, Occupational Therapists, Physiotherapists, Educational Psychologists, Cognitive and Learning Team
- The police – if requested.
- CoolMilk

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 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: 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 Mrs J Raine / Mrs J Graham.

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/>

Contact:

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

- Mrs J Raine / Mrs J Graham
Consett Infant School
Teasdale Street
Consett
Co Durham
DH8 6AF

Or the Local Authority at

<http://www.durham.gov.uk/article/2259/Privacy-and-data-protection>

<http://www.durham.gov.uk/media/10056/Privacy-notice---Education-Service-for-services-to-children-and-young-people/pdf/PrivacyNoticeEducation.pdf>

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