

## 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 and address
- Secondary personal information e.g. parent/carer name and contact details, doctor and dentist contact details
- Characteristics such as gender, ethnicity, language, religion, nationality, country of birth and free school meal eligibility, traveller/refugee status, images (photographic and video)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information, dietary information
- Special educational needs and disabilities information
- Exclusions/Behavioural information
- School history
- Support information such as child protection status, Child Looked After, adopted, service child status, pastoral information

### 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 pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to allow for better financial modelling and planning
- to enable accurate ethnicity and disability monitoring

### The lawful basis on which we use this information

We collect and use pupil information under General Data Protection Act (GDPR) Article 6.1 (c), necessary for compliance with a legal obligation and GDPR Article 9.2 (c) necessary to protect the vital interests of a data subject, or another individual, where the data subject is physically or legally incapable of consenting.

### 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 for a period when the child is enrolled at the school and for a period of between one and three years where a pupil has left the school, depending on the nature of the data. Data attached to SATS results, safeguarding, special educational needs and disability (SEND) or child protection are required to be stored for a minimum of 25 years from the child's date of birth. For a more detailed breakdown of the retention of pupil data, please see our Retention of Pupil Records Policy, which is available at the school office.

## Who we share pupil information with

We routinely share pupil information with:

- schools to which pupils transfer after leaving Castle Park School
- the local authority
- the Department for Education (DfE)
- National Health Service
- ScholarPack (Management Information System)
- LunchShop (School Lunch Management System)
- School Money (Payment Management System)
- External Residential and Educational Visit Providers
- External agencies e.g. Educational Welfare Officer, Educational Psychologists, school counsellors, music teachers, computer system providers

This list is not exhaustive and will be added to as and when necessary.

## 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 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
- 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, please contact, via a letter, the school office.

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
- 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, we request that you raise your concern with us in the first instance. If you are dissatisfied with the response, you may wish to 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 between the school office between the hours of 8.30am – 3.45pm.

Telephone number: 01539 790440