



## **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)
- 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 eg unauthorised absences)
- Assessment Information

And where appropriate:

- Relevant medical information
- Special educational needs information
- Information on accidents
- Exclusions/behavioural information
- Prevent and racist incidents
- Safeguarding information

We have CCTV at a various points inside and outside of school. This is for security and safeguarding of pupils and staff.

### **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 provide pupils with appropriate medical support
- to safeguard and protect all pupils
- to access support from external agencies
- to monitor attendance
- To manage a range of processes eg school dinners, trips, visits and texts to parents we will contact you about specific events, emergencies.
- To contact you about special activities such as fund raising events and the walking bus.

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

We lawfully collect and use pupil information under Article 6 and Article 9 of the General Data Protection Regulations, which are an amendment to the Data Protection Act 1998.

***Where everyone is important***

Under Article 6 our basis for processing information is that it is a **Legal obligation**: the processing is necessary for the school to comply with the law.

Article 9 relates to special category data which is personal data which the GDPR says is more sensitive, and so needs more protection. Our basis for processing this information is:

**Consent**: parents have given explicit consent to the processing of their child's personal data for one or more specified purposes eg special needs register and medical conditions.

### 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

Accidents data (both in and out of school) and medicine details are kept for twenty five years.

Examination results (SATs) are kept for the current year plus six years.

Correspondence on Unauthorised and Authorised absence are kept for two years after the date of absence.

Child protection and pupil files including Special Educational Needs and Individual Education Plan data are passed onto the child's next setting (if the setting is unknown, date of birth plus twenty five years.)

Admissions information is kept one year after the event and Admission registers are kept for the date of last entry plus six years.

Attendance registers are kept for three years.

Permission slips for trips are kept for the conclusion of the trip.

For Early Years pupils, the name, address and date of birth of each child is kept for fifty years.

### Who 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)

And where appropriate:

- health professionals
- outside agencies eg Burton Albion, local support teams.

### 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.

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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 Carole Devine, Support Services Manager. The data will be returned to you within one month of the request unless the request is made on the last day of the Summer term.

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, 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/>

## **Contact**

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

Carole Devine, Support Services Manager, Privacy Notice Administrator [office@victoria.staffs.sch.uk](mailto:office@victoria.staffs.sch.uk)

Or Tracey Thorley, Data Protection Officer, [infogov@staffordshire.gov.uk](mailto:infogov@staffordshire.gov.uk)

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