

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We, **Goostrey Community Primary School**, collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation (Article 6) (Article 9 Special Category personal data). An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

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

The categories of pupil information that we collect, hold and share include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics/Special Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement, and support referral information)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, and any previous schools attended)
- Assessment information (such as EYFS assessments, KS1 & 2 results, phonics screening results, and progress records)
- Behavioural information (such as exclusions and any relevant provision put in place)
- Pupil images (where consent given)
- Consents/agreements (such as educational visit consents, home-school agreements, IT acceptable use agreements and afterschool club agreements)

Collecting pupil information

Pupil data is essential for the schools' operational use, and is collected in a variety of ways, such as:

- Data collection sheets/registration forms
- Common Transfer Files (CTFs) from previous schools
- Admission Transfer Files (ATFs) from local authority admissions departments
- Child Protection Plans
- Education Health Care Plans
- Medication forms/Emergency Action Plans

Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We store/hold pupil data securely, for the set amount of time, as published in the Information Management Toolkit for Schools.

How will my information be stored?

- SIMs management information system (Capita software)
- Assessment and Safeguarding software servers **see below*
- School Server
- Pupil record file (secure filing)

Who do we share pupil information with?

We routinely share pupil information with, but not limited to, the following:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Health Service (NHS)
- School Website (School Spider) *
- Wonde software (communication software) *
- Assessment tracking software, including, but not limited to Rising Stars, Accelerated Reader, Purple Mash, White Rose Maths, TT Rockstars *
- CPOMs Systems Ltd (Safeguarding record management system)*
- IT Safeguarding monitoring software (Securus)*
- Tempest Photographers: official school photographs and Y6 leavers books *
- Premier Sports coaches*

**** These 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 in compliance with the GDPR.***

Why we share pupil information

We do not share information about our pupils with anyone without consent, **unless the law allows 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 law allows the department to share pupils' personal data from the NPD with certain third parties, including:

- Schools
- Local authorities
- Researchers
- 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 Departments 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 legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

<https://www.gov.uk/government/publications/dfе-external-data-shares>

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 in compliance with the GDPR.

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>

Will this information be used to take automated decisions about me?

No. The school, Our Local Authority, Cheshire East, and DfE do not use it for these purposes

Will my data be transferred abroad and why?

The LA does not do this. The DfE and /or the school would only do it if it might meet the strict conditions laid down * (see above).

Requesting access to your personal data

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To make a request for your personal information, or be given access to your child's educational record, contact Mrs J Schurer-Lewis, our School Business Manager, via admin@goostrey.cheshire.sch.uk

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 to discuss anything in this privacy notice, please contact:

DPO@goostrey.cheshire.sch.uk

Goostrey Community Primary School, Main Road, Goostrey, Cheshire, CW4 8PE