



## 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, NI numbers relating to childcare, contact details)
- Characteristics (such as ethnicity, language, nationality, religion, date of birth, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as internal assessment data, statutory test evidence and marks)
- Medical information (including phobias, dietary information, mental characteristics, doctors information, emergency contacts, request for time off school for appointments, medication use/permissions, administration of medication information)
- Special Education needs information (such as EHCP, reports from external agencies, individual education plans)
- Safeguarding information (including records of issues, referrals to the Hub, meeting notes)
- Image and voice recordings
- Behavioural Information (such as exclusion data, behaviour logs, incident logs)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care/medical care
- to ensure the safety of our pupils
- to assess the quality of our services
- to comply with the law regarding data sharing
- to deal with emergency situations
- to access funding for childcare
- to monitor attendance
- to provide additional services such as school meals, music tuition

We also use CCTV system to monitor and collect visual images for security and the prevention of crime.

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

We collect and use pupil information under the General Data Protection Regulation 25 May 2018 (GDPR) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

## **How we collect pupil information**

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school

Pupil data is essential for the schools’ operational use. 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 data protection legislation, 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 hold pupil data for no longer than is necessary. Full details of data retention can be found in the Records Management Society’s Retention Guidelines for Schools.

## **Who we share pupil information with**

We routinely share pupil information with:

- Forwarding schools
- Local authority
- Department for Education (DfE)
- Healthcare professionals (School Nurse, NHS Professionals, Barnardos)
- Coolmilk for provision of milk
- Law enforcement
- Orion/ Lunchshop for school meals
- Ofsted
- Capita Business Services for Microlibrarian System
- School Photographer
- Management Information System provider (currently Scholarpack)
- Online Learning Platforms (eg Mathletics & IDL)

## 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.

## Department for Education

We share information with the Department for Education (DfE) who collect personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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 Phillipa Summers, Headteacher, Grange CE Primary School, Fell Drive, Grange over Sands, Cumbria LA11 7JF

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
- a right to seek redress, either through the ICO, or through the courts

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:

Mrs Phillipa Summers or Mrs Joanne Garnett

Grange CE Primary School  
Fell Drive  
Grange over Sands  
LA11 7JF

Tel: 015395 32392

Email: [head@grange.cumbria.sch.uk](mailto:head@grange.cumbria.sch.uk) / [joanne@grange.cumbria.sch.uk](mailto:joanne@grange.cumbria.sch.uk)

## How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data Collection requirements

To find out more about the data collection requirements placed on use 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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## Sharing by the Department

The law allows the Department to share pupils' personal data 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 department's 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 typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, 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>