



The Colleton Primary School

Esse Quam Videri

PRIVACY NOTICE

How we use pupil information in our primary school

This notice is to help you understand how and why we collect personal information about you and what we do with this information. It also explains the decisions that you can make about your own information.

What is personal information?

Personal information is information that identifies you as an individual and relates to you.

Why we collect and use this information

We collect and use this personal data to:

- Support pupils' learning
- Monitor and report on pupils' progress
- Provide appropriate pastoral care
- Fulfil our obligations relating to the safeguarding of our pupils
- Assess the quality of the service our school provides
- Comply with law and statutory requirements with regards to data sharing
- Promote the school (via newsletters and social media with the appropriate consents).

The Legal grounds for using your information

The Colleton School holds the legal right to collect and use personal data relating to pupils and their families. We may also receive information regarding them from their previous school, LA and/or the DfE. We collect, use and share personal data in order to meet legal requirements and legitimate interests set out in the UK General Data Protection Regulation (GDPR) and other UK law, including those in relation to the following:

- Section 537A of the Education Act 1996
- Section 83 of the Children Act 1989
- The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments
- Article 6(1)(c) and Article 9(2)(b) of the UK General Data Protection Regulation (GDPR)/Data Protection Act 2018.

What information do we collect and process?

We collect and process the following categories of data:

- Personal details of pupil (name, date of birth, gender)
- Address of pupil
- Parent/guardian name, address, phone numbers and email addresses
- Free school meal eligibility (parent/guardian NI number and date of birth held)
- Attendance (Authorised and Unauthorised plus the reasons)
- Relevant medical information (including dietary requirements and allergies)
- Results of assessments and external set tests/examinations
- Unique pupil number
- Ethnic/cultural information (ethnicity, religion, country of birth, home language)
- Pupil Premium eligibility (parent/guardian NI number and date of birth held)
- Records of behaviour/exclusions
- SEN information (including Statements and Education, Health & Care Plan)
- Parental arrangements (adoption/fostering/special guardianship orders/etc)
- Photos and video recordings of you and your child
- Safeguarding information (such as court orders and professional involvement)

Collecting Pupil Information

Whilst the majority of pupil information provided to us by parents or guardians is mandatory, some of the data is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations/Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in providing this information.

Storing Pupil Information

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected in line with our retention schedule, after which the information is securely destroyed.

The data is stored securely as paper files and on local and cloud-based networks, for which there are strict access controls.

Who we share pupil information with

We routinely share pupil data with:

- Schools which a pupil attends after leaving us. This is done via a secure data transfer website.
- Our local authority (LA). This is done via a secure data transfer website.
- The Department for Education (DfE)
- Services that support teaching, learning, assessment, safeguarding and school management
- Health services eg: the NHS
- Tucasi (school meal online system)
- Edwards & Ward (dietary requirements and allergies)
- Providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)
- Educational resource providers and facilitators, such as Wonde, Office 365, Pobble, Purple Mash, Spelling Frame, Bug Club

Why we regularly share pupil information

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to do so.

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

If you would like more information about the information that Wokingham Local Authority holds about you, please contact: Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>.

The Department for Education (DfE) collects 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 the 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 personal data and individual rights

Under data protection legislation (UK GDPR and DPA 2018), 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 records, please contact the school using the details at the end of this document.

Depending on the lawful basis above, you may 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 (including profiling)
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Object to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing, provided it doesn't infringe on our statutory or legal obligations
- 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 ask 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/>.

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 12/05/2021.

Further Information and Guidance

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

Data Protection Officer – Luciana Clayton (Luciana.clayton@colleton.wokingham.sch.uk)

School Contact – Carol Simpson (Finance@colleton.wokingham.sch.uk)

How 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 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)

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 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 the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the 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 to (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/dfe-external-data-shares> .

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the DfE: <https://www.gov.uk/contact-dfe>