



## Calshot Primary Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils who attend Calshot Primary School

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

- Personal information (such as name, dob, unique pupil number and address)
- Characteristics (such as dietary, ethnicity, language, nationality, country of birth, free school meal eligibility and Pupil Premium)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment Information (such as Teacher Assessments, SATs)
- Medical Information (such as allergies, asthma registers and Care Plans)
- Special Education Needs & Disability Records (such as ITPs)
- Behaviour Logs
- Safeguarding Files
- Pupil Photographs (such as on displays, Care Plans, dietary needs and photos in exercise books)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to maintain pupil safety
- 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 lawful basis on which we use this information

We collect and use pupil personal information under:

- GDPR Article 6 (1) (c) which states that the processing is necessary for legal compliance with a legal obligation to which the controller is subject.
- GDPR Article 6 (1) (e) which states that the processing is for the performance of a task carried out in the public interest or in the exercise of the data controller's official authority where the processing is necessary for the exercise of a function of the Crown, a Minister of the Crown or a Government Department ie. DFE and is a proportionate means of achieving a legitimate aim. This provision covers data.
- GDPR Article 6 (1) (f) which states that processing is necessary for the purpose of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- GDPR Article 9 (1) (g) which states that 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.
- GDPR Article 9 (1) (j) which states that processing is necessary for achieving purposes in the public interest, scientific or historical purposes or statistical purposes in accordance with Article 89 (1) based on 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.

## 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

Personal data is stored in accordance with our data protection policy.

We hold pupil data for

- Personal information is held for the entire period that a pupil attends Calshot School, the data is updated every year and any previous data is destroyed
- Characteristics information is held the entire period that a pupil attends Calshot School, the data is updated every year and any previous data is destroyed
- Attendance information is held for two years
- Assessment Information is held for the entire period that a pupil attends Calshot School, the data is updated every term
- Medical Information is held for the entire period that a pupil attends Calshot School, the data is updated every year and any previous data is destroyed
- Special Education Needs & Disability Records are held for 25 years
- Behaviour Logs are held for 1 year
- Safeguarding Files are held for 25 years
- Pupil Photographs are held for the entire period that a pupil attends Calshot School, the data is updated every year and any previous data is destroyed

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- School Nursing Team/ NHS

- Children's Services
- Pupil and School Support (SEND pupils only)

## **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.

We share pupil information with the school nursing team when medical concerns arise and need to be addressed as a matter of health and wellbeing for an individual child

Pupil information is shared with Children's Services as a matter of Safeguarding and Child Protection

## 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: 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>

## **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>.

## **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 Mr. M. Wingrove (Data Protection Officer)

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

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: Mr. M. Wingrove (Data Protection Officer)