



## CHEADLE PRIMARY SCHOOL

### PRIVACY NOTICE FOR PUPILS

**MAY 2018**

*This Privacy Notice has been written to explain to parents how information about pupils is used at Cheadle Primary School. This Notice may be subject to change as the Data Protection Bill progresses.*

#### **Who are we?**

Cheadle Primary School, The Avenue, Cheadle, Staffordshire, ST10 1EN, is the 'data controller' as defined by Article 4 (7) of EU General Data Protection Regulation. This means we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Our data protection officer is to be confirmed.

#### **What information do we collect?**

The categories of pupil information that we process include:

- personal information and contacts (such as name, unique pupil number, contact details and addresses, D.o.B,)
- attendance information (such as sessions attended, number of absences and absence reasons and any previous education providers)
- safeguarding information (such as court orders, professional involvement and any concerns)
- assessment information relating to academic progress, pupil attainment and educational performance in general
- special educational needs or disabilities information (including the needs and ranking; details of any support received including care packages, plans and support providers)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, INA status, refugee, looked after child, adopted, sgo children, service children)
- behavioural information (such as exclusions and any relevant alternative provision)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- accident information
- information regarding pupil involvement on trips and activities, catering and free school meal management

As this is a working document, categories may be added to this list as appropriate.

#### **Why we collect and use pupil information**

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress and attainment
- to provide appropriate pastoral care



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- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to work with agencies supporting pupil safeguarding
- to provide support for pupils with special educational needs or disabilities
- to comply with all statutory data returns to the DfE and their partner organisations
- to comply with the law regarding data sharing
- to inform next educational providers of pupil performance and contextual information

#### **Our legal bases for processing pupil information**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation (Article 6, 1c GDPR 2018)
- we need it to perform an official task in the public interest (Article 6, 1e GDPR 2018)

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way (Article 6, 1a GDPR 2018, Article 9 2a GDPR 2018)
- we need to protect the individual's vital interests (or someone else's interests) (Article 6, 1d GDPR 2018, Article 9, 2c GDPR 2018)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

#### **How we collect pupil information**

We collect pupil information via registration forms at the start of the school year or secure file transfer from previous schools.

Pupil data is essential for the school's 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.

#### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

We refer to the [Information and Records Management Society's toolkit for schools](#) which sets out how long we must keep information about pupils.



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#### Who we share pupil information with

We do not share information about our pupils without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) and our local authority (LA) on a statutory basis under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring. Where it is legally required or necessary (and it complies with data protection law) we may also share personal information about pupils with:

- the pupil's family and representatives
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service for which we have contracted them
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

#### National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and Early Years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.



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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 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.

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 <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

#### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

#### **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 [headteacher@cheadle-primary.staffs.sch.uk](mailto:headteacher@cheadle-primary.staffs.sch.uk)

You also have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing



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- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting for 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 us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact [headteacher@theadle-primary.staffs.sch.uk](mailto:headteacher@theadle-primary.staffs.sch.uk)