



# ELM GROVE PRIMARY SCHOOL

## Privacy Notice for Pupils

### How we use pupil information

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information and education records
- Special Educational Needs information
- Behavioral information (such as achievements, exclusions, internal exclusions)
- Health and medical information (such as dietary requirement and medication details)
- Safeguarding and Child Protection reports and disclosures
- Photographs and video clips

### Why we collect and use this information

We use pupil data :

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe ( food allergies, emergency contact details)
- f) to meet the statutory duties placed upon us

### The lawful basis on which we process this information

Under the General Data Protection Regulation (GDPR) the lawful basis we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task. Collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests to keep children safe (food allergies or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
- Section 537A of the Education Act 1996
- the Education Act 1996 s 29(3)
- the Education (School Performance Information) (England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England)( Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions a,b,c and d of GDPR – Article 9

### **Collecting pupil information**

Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with 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**

We hold pupil data for the amount specified in the retention policy.

We routinely share pupil information with

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Educators and Examining Bodies
- Our Regulator (OFSTED)

- Suppliers and service providers to enable them to provide a service we have contracted them for (e.g Parent pay, CPOMS, Autograph Food, Edukey, the Out of School Club, School PING, Studybugs, Teachers 2 Parents, School Photographer, Survey Monkey)
- Health Authorities
- Professional Advisors and Consultants
- Police Forces, Courts, Tribunals
- PTA (email address/ mobile telephone numbers will be used for communication for PTA events 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.

### **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/datacollection-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 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 to, (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>