



Grazeley Primary School

Privacy Notice for pupils/parents

(How we use pupil information)

Grazeley Parochial Primary School is the Data Controller for the use of personal data in this privacy notice.

This document provides insight into how information about pupils is used in our school.

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- National Curriculum assessment and external examination results
- Relevant medical information
- Special Educational Needs information (including the needs and ranking)
- Exclusions/behavioural information

Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to keep pupils safe and healthy
- 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 information under section 537A and s29(3) of the Education Act 1996, the Education (Pupil Registration) (England) Regulations 2013 and subsequent amendments, the Education (School Performance Information)(England) Regulations 2007 and regulations 5 and 8 School Information (England) Regulations 2005. We also comply with Article 6(1)(c) and Article 9(2)(b) of the UK General Data Protection Regulation (UK GDPR)/Data Protection Act 2018.

Collecting pupil information

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 provided to us on a voluntary basis. In order to



comply with data protection legislation we will inform you at the point of collection whether you are required to provide certain pupil information or if you have a choice and we will tell you what you need to do if you do not want to share this information with us.

We collect pupil information via registration forms at time of admission and Common Transfer File (CTF) and secure file transfers from previous schools / Local Authority should this apply.

Storing pupil data

We hold pupil data on local computer system, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- parental communications services
- health services, including the school nurse
- providers of extra-curricular services such as music services, before / after school clubs (where the child/young person accesses these services)
- academy trusts, federations

Why we share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so. Any data will be transferred securely.

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 and the 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/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 and 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 DfE to request access to individual level information relevant to detecting that crime.

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/dfе-external-data-shares>

How to find out what personal information 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 DfE: <https://www.gov.uk/contact-dfe>



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, please contact the school using the details at the end of this document.

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

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/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, 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/>

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 November 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer c/o Grazeley Primary School at the following email address:

DPO@grazeley.wokingham.sch.uk.