



## Privacy Notice (How we use pupil information)

### Wanborough Primary School Privacy Notice Pupil Information

This Notice outlines how pupil information is processed and retained at Wanborough Primary School.

### The categories of pupil information that we collect, 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)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- 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 information under the 1998 Data Protection Act as well as Articles 6 and 9 of the EU General Data Protection Regulation which outline the 'lawfulness of processing'.

The lawful basis for the School processing pupil information is found in the following:

- The necessity to provide the legal and statutory education to children aged 4 to 11 years as mandated by the Government
- the performance of a task (education) necessary for public interest or in the exercise of any official authority of the controller.

In addition, School process particularly sensitive data about pupils such as ethnic origin and religion which is lawful because:

- a school must comply with a legal obligation to provide such data for census required by the DfE and Government

We use the pupil data:

- to support pupil learning
- 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
- to be able to provide targeted SEN support

The categories of pupil information that we collect, 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)
  - School photographs
- Attendance information (such as sessions attended, number of absences)
- Information describing pupil assessments
- Relevant medical information (such as allergies) about conditions that may affect a child at school

## **Storing pupil data**

We hold pupil data for certain periods of time, outlined in our Records Retention Policy. The retention period for pupil personal files (electronic and paper) is generally the time spent at Wanborough Primary School. Paper records are forwarded to the education establishment a child goes to from Wanborough Primary School. Other paper records such as registers of attendance; accident or serious incident forms; safeguarding incident reports have varying

retention guidelines according to the sensitivity of the data. After the life of the record it is shredded.

At Wanborough Primary School, this information is stored as paper records which are kept in a lockable room. The electronic files are stored securely on the school server. The database supplied and managed by Capita called SIMs is used to manage the electronic data and is subject to Capita's data protection provisions and retention guidelines.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Swindon Borough Council
- the Department for Education (DfE)
- School Nursing Organisation
- The Police (in certain circumstances only)

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law allows 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/data-collection-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, (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>

## **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 the school office on 01793 790269 or by email [admin@wanborough.swindon.sch.uk](mailto:admin@wanborough.swindon.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 Gareth Evans, DPO on 01793 790269 or [gdpr@wanborough.swindon.sch.uk](mailto:gdpr@wanborough.swindon.sch.uk)