



'Soar on wings like eagles, run and not grow weary, walk and not be faint' Isaiah 40:31

PRIVACY NOTICE (HOW WE USE PUPIL INFORMATION)

We, Coombe Bissett CE VA Primary School, are a data controller for the purposes of the Data Protection Act.

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)
- Assessment information (such as results and outcomes from internal and statutory external examinations and test)
- Relevant medical information supplied by parents and medical professionals with parental permission
- Special educational needs information Special Educational Needs and Disabilities information (such as reports from LA SEND team professionals and Speech and Language Therapists)
- Information regarding behaviour (such as exclusions, letters to parents, internal behaviour monitoring)
- Child Protection information
- Photographs and video footage collected at School events

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to comply with the law regarding the protection of children
- to provide appropriate personal, social and emotional care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to market and inform the local community (including parents) to our school of the activities of the members of our school community

The lawful basis on which we use this information

We collect and use pupil information under the lawful basis set out in Article 6.1.a of the General Data Protection Regulation (GDPR) 2018 as a result of the data subject giving consent to the processing of his or her personal data for one or more specific purposes and/or set out in Article 6.1.e as data processing by the School is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Namely due to the requirements of the DfE outlined in regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. It may also be required to process special categories of personal data set out in Article 9.1 of the Act as a result of one or more of the exemptions listed in Article 9.2 due to the School's compliance with regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

We hold pupil data for the time during which they are on roll at the School. Digital and physical files are then transferred to the child's new school when they leave. Some data will may be retained after a child has left the School if the retention period extends beyond the date on which the child leaves the School:

- Records of complaints dealt with by the Governing Body – date of resolution +6 years
- Free School Meals Registers – current year +6 years
- Class records, books and marking – current year +1 year
- Assessment data held for accountability and comparison purposes – current year +6 years
- Multimedia data containing pupils – current year +6 years with some data retained for School historical archiving purposes

Physical files that are not passed on to next Schools and records that are not returned to the pupil are securely shredded. Computer media (hard drives, USB drives, SD cards etc.) holding pupil digital data that is obsolete or being repurposed, will be disposed of by mechanical shredding or securely erasing (using a utility to erase and then overwrite the whole of the media with random data and then a second pass of zeros).

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)
- the school nurse and health professionals, with the permission of parents

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/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 Headteacher in the first instance.

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; 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:

Data Controller: Berkeley Basinger-Adams (Headteacher)

Data Protection Officer: Mr Wesley Thorpe (Headteacher @ Alderbury and West Grimstead Primary School)

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.wiltshire.gov.uk/privacy>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

<ul style="list-style-type: none">• Pip Rabbits Data and Information Sharing Manager Wiltshire Council Bythesea Road Trowbridge BA14 8JN email: pip.rabbits@wiltshire.gov.uk Telephone: 01225 713091	<ul style="list-style-type: none">• Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT http://www.education.gov.uk/help/contactus Telephone: 0370 000 2288
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