

# St George's C E Primary School



## Privacy Notice (How we use pupil information)

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, DOB, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal and Pupil Premium eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking and relevant medical information)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFS, key stage 1 and phonics results, KS2 SATS results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- catering and free school meal management (such as child's DOB, parent's DOB and national insurance number)
- Trips and Activities (such as parent consent and medical information)
- Identity management / authentication
- Photographs

### Why we collect and use pupil information

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

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

- f) to meet the statutory duties placed upon us for DfE data collections
- g) to facilitate the claiming of free school meals and pupil premium payments.

### **Lawful Basis on which Data is Used**

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

- For the purposes of (a), (b), (c), (d) and (e) 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 s29\(3\)](#)

[the Education \(School Performance Information\)\(England\) Regulations2007](#)

[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 of (a), (b), (c) and (d) [GDPR - Article 9](#)

Whilst most of the data we use is done so under legal obligation (i.e. under the Education Act 1996 or Keeping Children Safe in Education (DfE,2016) and allows us to perform our public task, some data we use is not. In these cases we will always seek parental consent. We have updated our parental consent forms to ensure parents can clearly see what is being requested, and can positively opt in.

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

## **Collecting pupil information**

We collect pupil information via registration/data forms which you complete when your child joins our school and from a secure file (Common Transfer File) from the previous school if your child joins us from another school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office at [admin@stgeorgesschool.org.uk](mailto:admin@stgeorgesschool.org.uk)

or visit [Data-Protection-Policy-St-Georges-C-E-Primary-School-September-2023.pdf \(stgeorgesschool.org.uk\)](#)

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority - Telford & Wrekin Council
- The Department for Education (DfE)
- Shropshire Community Health NHS Trust- School Nurses
- Professional bodies eg: Early Help Occupational Therapy Services, Educational Psychologist, Learning Support Advisory Teachers, police forces, courts
- Our ICT provider Telford and Wrekin Council
- Other ICT providers: our management information system and systems for curriculum and assessment purposes

## Why we regularly 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.

### Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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 01952 387750 who will advise you further.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to 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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## **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 change your mind, or you are unhappy with our use of your personal data, please let us know by contacting contact the school office on 01952 387750 who will advise you further.

## **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 on 26/09/2023.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mr Robert Montgomery

Data Protection Officer

[Robert.montgomery@telford.gov.uk](mailto:Robert.montgomery@telford.gov.uk)

## How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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 for Education (DfE)

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 the Department for Education (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/dfe-external-data-shares>

## **How to find out what personal information the Department for Education (DfE) holds about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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>