

Privacy Notice (How we use pupil information)

We, **Iver Village Junior School**, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of pupil information that we process 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)
- special educational needs (including the needs and ranking)
- 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 data scores, tracking and internal and external testing)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs (for internal safeguarding, medical and dietary needs, school newsletters, media and promotional purposes)
- CCTV images for security purposes.
- catering and Free School Meal management
- payment details

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

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 (including food allergies, or emergency contact details)
- d) to assess the quality of our services
- e) to keep children safe
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to inform you about events and other things happening in the school
- h) to comply with the law regarding data sharing

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

- Article 6.1.e states that the use of personal data is justified if 'processing 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'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

How we collect pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

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.

How we store 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 refer to our data protection policy.

Pupil files will follow the pupil when they leave our school. Where there is a legal obligation to retain the information beyond that period it will be retained in line with our retention policy.

We have data protection policies and procedures in place, including storing organisational and technical measures, which are regularly evaluated and reviewed.

Pupil Educational Record

This information is retained whilst the child remains at the school. Once the child leaves the school the information follows the pupil. This will include: to another primary school, to a secondary school, to a pupil referral unit or if for a different reason it will be sent to the Local Authority.

Special Educational Needs

This information is retained until the child turns 25. As with the Educational Record, the information follows the pupil. As a school, we can hold statements/EHC after the child has left for our own records (until the child turns 25) for a legal hold. Otherwise any information that is not sent on with the child is disposed of securely. For further information please refer to our SEND policy.

Safeguarding/Child protection information

The retention period for this information is for 25 years. The information will be stored securely during this time with only designated people having access to it. Once the 25 years is over, the information will be reviewed and then disposed of securely and shredded. For further information please refer to our Child Protection Policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils will be moving to
- our local authority
- the Department for Education (DfE)
- school governors
- other parties where there is a legal basis for doing so
- school nurse
- police forces, courts and tribunals
- professional advisors and consultants
- educators and examining bodies
- OFSTED
- Suppliers and service providers –to enable them to provide the service we have contracted them for.
- Speech and Language Therapists / Occupational Therapists
- Educational Psychologists
- Medical Professionals

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.

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.

Department for Education

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:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Examples for school census:

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

Examples for Assessment and Reporting Arrangements:

EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772)

KS2 - section 87 of the Education Act 2002. Article 11 of The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 20032

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 Miss J Digweed, Headteacher or our Data Protection Officer, Nicola Cook at Buckinghamshire Learning Trust.

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
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Miss J Digweed, Headteacher or our Data Protection Officer, Nicola Cook at Buckinghamshire Learning Trust.

How Government uses your data

The pupil data that we lawfully share with the 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

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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>

To contact DfE: <https://www.gov.uk/contact-dfe>