

Franche Community Primary School



Privacy Notice (How we use pupil information)

We collect, hold and share personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department of Education (DfE). The type of personal information collected, held and shared may include;

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal and pupil premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National Curriculum Assessment information (such as test/exams results, attainment levels, SEND categories.
- Medical and allergy information
- Safeguarding information
- Photographs held on SIMs and photographs used in settings such as displays/notice boards/learning journey's. Photographs will also be held on electronic devices used by school employees
- Details of any support received, including care packages, plans and support providers

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress using web based software such as SPTO
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the Education Act 1996
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- to comply with the DfE requirements for the purpose of The National Pupil Database (NPD)
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where it is legally required, or necessary we may also share personal information about pupils with;

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The pupil's family and representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted the for
- Financial organisations
- Health and social welfare organisations
- Professional advisers
- Police forces, courts and tribunals

Storing pupil data

We will hold pupil data sheets for the length of time they are educated at our setting. Electronic based pupil data will remain on our database for as long as the DfE require us to do so.

Pupil information is stored electronically on SiMs, SPTO, Nursery Management Software (where appropriate) and on other electronic devices that are used within school.

The lawful basis on which we use this information

We collect and use pupil information under the Data Protection Act 1998 and from 25 May 2018 GDPR, Article 6 and Article 9 special category data. The law requires the setting to pass some information on to the Local authority and the Department of Education (DfE). DfE may also share pupil data that we supply them, with third parties. This will only take place where legislation allows it to do so and it is compliance with the Data Protection Act 1998/GDPR 2018.

Decisions on whether DfE releases this personal data to third parties are subject to robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level of sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to the pupil level data, requestors must comply with

strict terms and conditions covering confidentiality and handling of data, security arrangements and retention and use of data.

If you need more information about how the DfE collect and use pupil information, please visit;

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

Contact

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

Data Protection Officer

Franche Community Primary School

Chestnut Grove

Kidderminster

DY11 5QB

This notice is based on the Department for Education's model privacy notice for pupil amended to highlight the way we use data at Franche Primary School.

Alternatively, you can make a complaint to the Information Commissioner's Office:

<http://ico.org.uk/concerns>

Call 0303 123 1113