

# **Broadmeadow Infant and Nursery School**

## **Privacy Notice (How we use pupil information)**

### **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 achievement grades, progress measures and test scores)
- Special Education Needs information (such as target plans, records of working with other agencies, Education and Health Care Plans)
- Behaviour and Achievements information
- Photos, images and video of children and/or their work/learning
- Safeguarding information (information that children share or are noted by staff)
- Payment information (such as school dinners, trips, residentials and after-school clubs)
- Library lending information (such as which books have been borrowed and when they have been returned)
- Information regarding any medical and/or dietary needs

### **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
- to enable additional support for children and families when required
- to showcase learning beyond the classroom
- to help manage the school budget
- to enable access to learning tools such as Matheletics, Target Tracker, Tapestry

### **The lawful basis on which we use this information**

We collect and use pupil information under Article 6 of the General Data Protection Regulation, specifically;

- a. Consent: you have signed consent for us to process data for a specific purpose**

- c. **Legal obligation:** the processing necessary for us to comply with law
- d. **Vital interests:** the processing may be necessary to protect someone's life
- e. **Public Task:** the processing is necessary for our function of a school (the vast majority of the data we process)

We also process special category data as set out in Article 9 of the General Data Protection Regulation, specifically;

- b. **Processing is necessary to protect the vital interests of the data subject where they are legally incapable of giving consent**

## 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 a set amount of time depending on the nature of the information;

1. **Short term need (no longer than is required)**
2. **Medium term need (up to a year after child has left)**
3. **Long term need (up to 5 years after child has left)**
4. **Very long term need (until pupil is 25 years or older)**

Data retention examples	
1. Short term	Trip consents, notes
2. Medium term	Admissions information, attendance data, behaviour records, exclusions, school meal payments, pupil medical information, trip payments
3. Long term	Admission appeals, attainment data, free school meal eligibility, contact information, photos/video/images/samples of learning
4. Very long term	Medical incidents, safeguarding information (although records are passed on to receiving schools)

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS and school nurse service
- Birmingham Children's Trust (where required)
- Educational software providers (such as SPTO, Espresso who use the data to create pupil user accounts)

## 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 Head Teacher – Miss R. Horton**.

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:

**R Horton (Head Teacher)**

**January 2019**