



# Dropmore Infant School

## *20. Privacy Notice*

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

We, Dropmore Infant 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 collect, hold and share include:**

- Personal information (such as name, unique pupil number, contact details 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 and any previous schools attended)
- Relevant medical information
- Assessment and attainment information (such as KS1 and phonics results)
- Special educational needs information
- Behaviour information (such as exclusions and any relevant alternative provision put in place)
- Medical information (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Safeguarding information (such as court orders and professional involvement)
- Participation in school trips and after school clubs, including extended services and other external providers

#### **Why we collect and use pupil information:**

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

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to keep children safe (food allergies, emergency contact details);
- to meet the statutory duties placed upon us for DfE data collections.

#### **The lawful basis on which we use pupil information:**

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 collect pupil information via admission forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file (Common Transfer 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 is 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 information:**

We hold pupil data securely in line with IRMS (Information Records Management guidelines. Please see the following document for full details on data storage including time scales.  
<https://irms.org.uk/page/SchoolsToolkit>

### **Keeping pupil information secure:**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

### **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)
- agencies including the School Nursing Service and the NHS
- school communication management resources
- other parties where there is a legal basis for doing so.

### **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. 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](#).

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **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 records please contact the Headteacher outlining your request.

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 the Headteacher: [Head@dropmore.school](mailto:Head@dropmore.school) or 01753 – 644403

## **APPENDIX**

### **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)

### **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. 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:**

The DfE may share information about our pupils from the NPD with 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>

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