



Carrington Primary School

Privacy Notice (How we use pupil information)

The categories of pupil and family information that we collect, hold and share include:

- Personal information about you (such as name, photograph unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- How often you attend school (such as sessions attended, number of absences and absence reasons)
- Your test results and progress information
- Relevant medical information (such as allergies, and specific medication)
- Special Needs information (such as progress tracking, individual needs)
- Behavioural information (such as incidents, racism, bullying, exclusion)
- Security footage CCTV in the Foundation Unit
- Safeguarding information ensuring you are safe at home and at school

Why we collect and use this information

We use the pupil data:

- to help us understand what you have learnt and how to support you
- to monitor and report your progress to your family
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to protect the welfare of individual pupils
- to ensure the school is secure
- share information about the school on our website

The lawful basis on which we use this information

We collect and use pupil information under Article 6 C and E and Article 9 B and G of General Data Protection Regulations . The Education act 1996 and Keeping Children Safe in Education 2016

Collecting pupil information

You must give us some of this information (mandatory), but 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 information to us or if you have a choice in this. We will write to your parents to ask consent for sharing some data e.g website photographs.

Storing pupil data

We hold school data for different lengths of time depending on the legal basis for holding the information. See our retention schedule and other policies on our website. Sensitive data is held in locked cabinets either in the school office or the Head Teacher's office. We also hold information on our school servers, this has security protection as do our laptops and USB sticks, these are encrypted.

Who we share pupil information with

We routinely share pupil information with:

- the schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the National Health Service e.g. the school nurse
- some private companies which provide us with services e.g. sports providers, photographer, IT providers.
- the Nottingham Schools Trust
- our website
- OFSTED

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 information with private companies such as the school photographer to enable them to perform their business but we keep this to only essential information.

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 and Keeping Children safe in Education 2016.

On some occasions we share data with special needs support teams and health, we ask your parents for consent if we do this unless there is a safeguarding issue and we are concerned about your welfare.

If we have your permission we may share data on our website or to news organisations.

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 our administration team in the school office or our data protection officer Naomi at Claremont Primary School 0115 9156870

You also have the right to:

- question the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing (companies wanting to sell goods to you)
- 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:

Our Head Teacher: Christine Skeats

Our DPO: Naomi Heywood, Claremont School 0115 9156870