



Privacy Notice - Data Protection Act 1998 and General Data Protection Regulation 2018: How we use your information

We, Stokenchurch Primary School are a data controller for the purposes of the Data Protection Act and the General Data Protection Regulation (GDPR). We collect 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 information we collect:

- 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, any exclusions information, any previous schools attended (which will be passed on to the school which your child transfers to on leaving Stokenchurch Primary School))
- assessment and attainment (such as key stage 1, phonics results and key stage 2 assessments)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Collecting pupil information

We collect pupil information via admission forms, data collection sheets, common transfer file and secure file transfer from external agencies such as safeguarding authorities.

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.

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

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

Under Article 6

- Public task: the processing of the data is required for us to perform a task(s) for our official function(s), the task(s) and function(s) have a clear basis in law
- Consent: by providing the required information you are giving consent for us to process the data for the specific purposes listed above

Under Article 9

Data processed under this article, also has a lawful basis under Article 6.

- This refers to Special Category Data of which ethnic origin, religious beliefs and health data are processed

Storing pupil data

We hold pupil data securely for the set amount of time in accordance with our data retention schedule.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nursing team

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. 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. More information is available at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD) which 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. More information about the NPD is available at <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 and 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

More information about the Department's NPD data sharing process is available at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data Reviewed Sept 2019

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 Data Protection Officer, via the School Office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You have the right to go directly to the Information Commissioner's Office.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer, via the School Office.

If you want to see a copy of the information that we hold about your child, please contact our Data Protection Officer, via the School Office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

LA: <https://www.buckscc.gov.uk/services/education/schools/privacy-notice/>

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