



## Privacy Notice

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

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

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Registration information (such as UPN, class, admission number, previous schools)
- Family and contact information & consent (such as parents, phone numbers and emails)
- Attendance information and school history (such as sessions attended, number of absences and absence reasons)
- Behaviour and attainment information including exclusions (to monitor the progress and engagement of pupils)
- Medical, health, dietary and welfare Information (to keep individuals safe and plan for their needs)
- Assessment information
- Special education needs information
- Safeguarding information

#### Why we collect and use this information

We use the pupil data:

- to meet legal responsibilities
- 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

## The lawful basis on which we use this information

Dunalley Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Keeping Children Safe in Education (2016)
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

## 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 take our role as data controllers very seriously and have policies and procedures in place to ensure all the personal information we hold is safe and secure. Admission data is held on an electronic information management system. Hard copies of data including admission, pupil files, safeguarding and SEN information are filed away out of sight in locked cupboards and rooms. Medical data which may be needed in an emergency is kept in easy reach of staff in the school office with information obscured from general view. For an overview of data retention please consult our Retention Schedule.

## 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)

We share relevant pupil information with professional agencies if and when there are safeguarding concerns or special educational needs, which include:

<ul style="list-style-type: none"><li>• Social Services</li><li>• Early Help Co ordinators</li><li>• School Nurse</li></ul>	<ul style="list-style-type: none"><li>• Educational Psychologists</li><li>• LEA</li><li>• Advisory Teachers</li></ul>
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<ul style="list-style-type: none"> <li>• Police</li> <li>• Health Visitors</li> <li>• Doctors</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual Schools</li> <li>• Children &amp; Young People Service</li> </ul>
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We share limited personal pupil data with external partners that support our business / administrative tasks and educational objectives, which include:

<ul style="list-style-type: none"> <li>• Parent Pay</li> <li>• Eduspot (Teachers2Parents)</li> <li>• Education City</li> <li>• Micro Librarian</li> <li>• Focus Networks</li> <li>• Doodle Maths</li> <li>• Life Savers</li> </ul>	<ul style="list-style-type: none"> <li>• Tapestry</li> <li>• Nursery in a Box</li> <li>• AiP</li> <li>• Smart Survey</li> <li>• Call of the Wild</li> <li>• Waitrose</li> <li>• FFT</li> </ul>
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## How we share pupil information

When sharing the pupil information with the DfE we use a secure website where the information is uploaded directly from our information management system.

A secure email service is used when sharing pupil data with professional agencies.

Data is uploaded directly to partner organisations from SIMS our information management system.

## 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 school or the data protection officer** (details at the end of this notice).

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:

**Data Protection Officer:**

Our appointed Data Protection Officer is Richard Morley, Director, SchoolPro TLC LTD  
GDPR@schoolpro.uk

**School Information:**

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