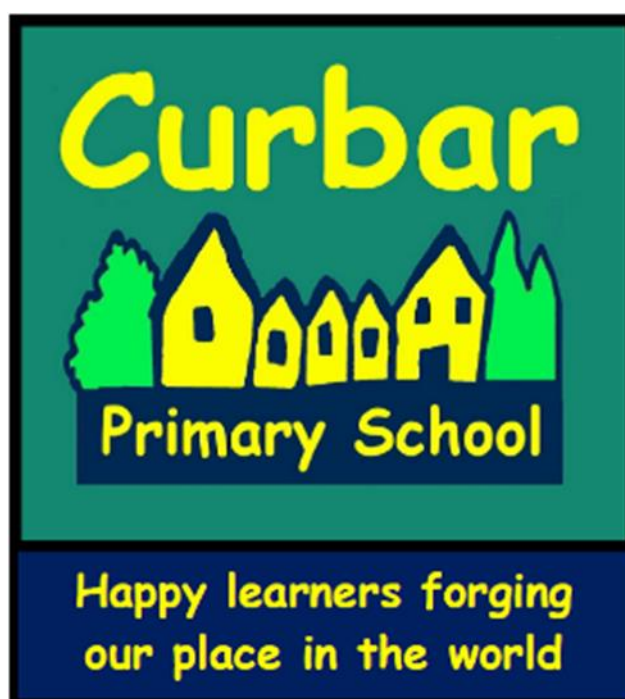


# Privacy Notice (How we use pupil Information)



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

### **Information about pupils in schools, alternative provision, pupil referral units and children in early years settings**

## **Curbar Primary School, Calver Bridge, Calver, S32 3XA**

### **Data Protection Act 2018 and General Data Protection Regulation Privacy Notice: How we use pupil information**

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

We collect, hold and share personal information relating to our pupils and may also receive information about them from their previous school, alternative provision, pupil referral units, early years' providers, local authorities, NHS, Police and/or the Department for Education (DfE). In addition, we collect and hold limited information about parent/carer/emergency contacts for pupils.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, photographs, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding and protection information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as Doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections)
- Destination data
- Extra-curricular and enrichment participation
- Funding (Free school meal, Pupil Premium)
- CCTV data

## Why we collect and use pupil data

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- a) support pupils learning
- b) monitor and report on pupil attainment progress
- c) provide appropriate pastoral care
- d) assess the quality of our services
- e) keep children safe
- f) meet statutory duties placed upon us, and
- g) .comply with the law regarding data sharing
- h) for site security
- i) project public monies against fraud
- j) Streamline systems

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing information are

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation
- as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Article 6(e) - Public Interest

In addition, concerning any special category data of GDPR - Article 9:

- Article 9(2g) - Processing is necessary for reasons of substantial public interest

Data Protection Act 2018 part 2 schedule 1;

- 8 - Equality of Opportunity or Treatment
- 16 - Support for Individuals with a Particular Medical Condition
- 18 - Safeguarding Children and Individuals at Risk

## How we Collect pupil information

We collect pupil information via admission forms completed by a parent/carer when a child joins the school, data collection forms, information provided by:

- Parent/carer
- Previous school/provisions
- Local authorities
- NHS
- Police

- Department for Education
- By secure file transfer Common Transfer File (CTF)

Pupil data is essential for the school's operational use. 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.

## How we store pupil data

We hold pupil data on computer systems and also on paper securely for the set amount of time shown in the data retention policy, details of which are on the school website.

## Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- feeder schools
- our local authority
- the Department for Education (DfE)
- the Police
- the school nurse and NHS
- CPOMS (safeguarding software)
- Teachers2Parents (texting service)
- ParentPay (electronic payment system)
- Tempest (the school photographer)
- IT Just Done (the school's internet service provider)
- RM Integris (the school's electronic database provider)
- Nessy (online learning tool)
- Purple Mash (online learning tool)
- Tapestry (online learning tool for early years children)
- TT Rockstars (online learning tool)

A full list of the third parties we share information with is available [here](#).

## 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. When we do share information, it is for the purposes outlined in the section "Why we collect and use pupil information".

We share pupil 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. All data is transferred securely and held by the Department for Education under a combination of software and hardware controls which meet the current [government security policy framework](#)

## 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 Suzanne Cass – School Business Officer at Curbar Primary School, tel: 01433 630266.  
enquiries@curbar.derbyshire.sch.uk.

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:

Suzanne Cass  
Curbar Primary School  
Calver Bridge  
Hope Valley  
Derbyshire S32 3XA

Tel: 01433 630266

Email: enquiries@curbar.derbyshire.sch.uk