

**Box CE VC Primary School**  
**Privacy Notice (How we use pupil information)**

The purpose of this Privacy Notice is to inform you about the data we hold, who we share it with, why we share it and how long we retain it all. We are also, by law, required to advise you of the 'lawful basis/bases' under which we collect and process the data, as defined by the 'General Data Protection Regulations Act (GDPR)'.

Box Primary School is a data controller for the purposes of the Data Protection Act. The data that we collect about pupils is defined by the GDPR as 'personal data' and in some cases is also called 'special category data', data which is perceived as being more sensitive (e.g. data on ethnicity and religion as well as medical data).

**The categories of pupil information that we collect, hold and share for all pupils include:**

- personal information (such as name, unique pupil number address and date of birth)
- 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)
- educational information (such as school reports, assessment data and test results)
- relevant medical information

For some pupils we will also collect, hold and share data which includes:

- educational information (such as information on their Special Educational Needs, reports and support provided by external agencies and 'Educational Health Care Plans')
- exclusions / behavioural information
- safeguarding data (such as concern sheets and Child Protection Plans)

**Why we collect and use this information**

We use the pupil data:

- 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
- to support the work of other external organisations involved in the support of your child

In addition, throughout the school year we also take photographs and videos of pupils which are used:

- for displays around the school
- to support monitoring of pupil progress

- within our school prospectus and on our school website
- reports for sporting events, school plays or other purposes within school publications and the general media

### **The lawful basis on which we use this information**

We collect and use pupil information under the following 'lawful bases', as defined in Article 6 of the GDPRs:

- to fulfil our duties as a public authority and in order to ensure that we provide your child with the right level of support in order for them to progress well during their time at school, which is defined as our '**public task**'
- in the case of an emergency where your child might be in need of medical help and we are unable to contact you, which is defined as their '**vital interest**'

**We collect and use 'special categories of personal data' under the following 'lawful bases' as defined within the GDPR:**

- Article 9(2)(a): where you have understood the reason for us requesting the data and have given your consent to us doing so for the purpose specified
- Article 9(2)(b): where processing is necessary for the purposes of carrying out the obligations in the area of social protection law
- Article 9(2)(c): that processing is necessary to protect the vital interests of your child or of another person where you or your child are physically or legally unable to give consent.
- Article 9(2)(d): that processing is carried out in the course of our legitimate activities, with appropriate safeguards

**For the taking and use of photographs and/or videos of pupils our lawful basis as defined within the GDPR is 'consent'.** When your child starts at our school we will write to ask for your consent and will supply you with more detail.

### **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 hold the majority of pupil data for the time that your child remains at our school. When they transfer to another primary school or on to a secondary school, their data is also transferred. Their final school will hold the majority of pupil data (contained within their individual pupil files) until they reach the age of 25. Some data is held for a shorter period of time and is thereafter destroyed.

## **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)
- the NHS school nursing team
- the police
- outside agencies where parental permission has been given

## **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 the 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 Tracey Schofield our Finance & Administration Officer in the school office.

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: Tracey Schofield our Finance & Administration Officer, or our Data Protection Officer Mrs Chaloner-Sandell 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:

<http://www.wiltshire.gov.uk/privacy>

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

If you are unable to access these websites please contact the LA or DfE as follows, they can send you a copy of this information.

- Pip Rabbitts  
Data and Information Sharing  
Manager  
Wiltshire Council  
Bythesea Road  
Trowbridge  
BA14 8JN  
email: [pip.rabbitts@wiltshire.gov.uk](mailto:pip.rabbitts@wiltshire.gov.uk)  
Telephone: 01225 713091
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
<http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288