

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

Pupil Privacy Notice



Policy date	SPRING 2023
Review date	As appropriate

Privacy Notice
How we use pupil information

Spring 2023

Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Eynesbury Church of England Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is The ICT Service (see 'Contact us' below).

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

- Personal information (such as name, unique pupil number, contact details and address)
- 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)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child, parental responsibility)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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 share data for statutory inspections and audit purposes

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

Article 6, and Article 9 (GDPR)

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- Less commonly, we may also process pupils' personal data in situations where:
 - We have obtained consent to use it in a certain way
 - We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

We collect pupil information via admission forms when your child first starts at the school, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school

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.

We hold (on your behalf) additional contacts that we may use in an emergency, should we be unable to contact either parent/carer.

From you about other people:

If you provide information on behalf of anyone else, then in doing so you are confirming that you have explained to them how their information may be used by us and they have given you permission to do so. You will also contact us immediately if they no longer wish their data to be held by us or their data needs to be updated.

Storing pupil data

We hold pupil data for varying lengths of time depending on what the information is. Pupil records will only be retained whilst the child is attending Eynesbury Church of England Primary School, thereafter the records will be forwarded to either another primary school or secondary school, as appropriate.

This is in line with our Retention Schedule. If you would like more information about this, please contact the school.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us

- The pupil's family and representatives – so they are aware of the progress that pupils are making, pastoral care they may receive, any additional support to meet an SEN
- our local authority authority (Cambridgeshire County Council)
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- NHS and Health organisations
- Educational Resource providers -to enable them to provide the service we have contracted them for e.g Tapestry for assessment
- Survey and research organisations – to ensure the attainment, progress, health and wellbeing of groups of pupils
- Health authorities – to ensure the health, safety and wellbeing of a pupil
- Professional advisers and consultants – to ensure the attainment and progress of all children and different groups of children.
- Charities and voluntary organisations - to ensure the attainment, progress, health and wellbeing of groups of pupils
- Police forces, courts, tribunals – where this affects the safety and wellbeing of pupils
- Professional bodies - to ensure the attainment, progress, health and wellbeing of groups of pupils

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.

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:

Mrs A Brown, Headteacher, Eynesbury C of E Primary School, Montagu Street, Eynesbury, St Neots, PE19 2TD

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

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mrs Michelle Chaplin, our school Admin Officer.

Email office@eynesbury.cambs.sch.uk

You can also contact our Data Protection Officer:

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

If you would like to discuss anything in this privacy notice, please contact:

Mrs A Brown, Headteacher, Eynesbury C of E Primary School, Montagu Street, Eynesbury, St Neots, PE19 2TD

Tel: 01480 398028

office@eynesbury.cambs.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **24/02/2022**.