



## Privacy Notice for Pupils (How we use personal information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Sparsholt C of E Primary School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Carol Sheppeck

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

- personal identifiers and contacts (such as name, unique pupil number, address, contact details)
- characteristics (such as ethnicity, language, and free school meal/service child 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 and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results,)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- modes of travel
- trips and activities
- relevant medical, special educational needs and behavioural information
- images of pupils (and occasionally other individuals) engaging in school activities

This list is not exhaustive; to access the current list of categories of information we process please request to see our data retention register from the school office.

### Why we collect and use pupil information?

We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care and support services
- assess the quality of our services
- two-way communication with parents/carers
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing
- safeguarding children

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

- where we are complying with a legal requirement
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- where there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent
- where processing is necessary to protect the vital interests of a data subject or another person

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children’s Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

### How we collect pupil information

We collect pupil information using registration forms as the start of the school year, or by Common Transfer File (CTF) or other secure file transfer from a previous school

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.

### Storing personal data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe please contact the school office:

| Data Description  | Where stored                   | How long it is kept?   |
|---|--------------------------------|--|
| Personal Information  | SIMS Cloud storage / hard copy | Files to follow pupil to new school, retain copy until pupil is 25 yrs |
| Secondary transfer sheets   | Hard copy                      | Current academic yr + 2 yrs  |
| Census Returns  | SIMS Cloud storage / hard copy | Current yr + 6 yrs   |
| Admission forms   | HCC Admissions / hard copy     | Date of admission + 1 yr   |
| Admissions registers  | SIMS Cloud storage             | Date of register + 3 yrs   |
| Attendance registers  | SIMS Cloud storage             | Date of register + 3 yrs   |
| Absence emails  | Email electronic storage       | Current yr + 6 yrs   |
| Child protection files  | Hard copy                      | Retain whilst pupil in school then securely transfer to new school     |
| Pupil education record ( includes health care plans, record of medicine administered) | SIMS Cloud storage / hard copy | Files to follow pupil to new school, retain copy until pupil is 25 yrs |
| Images of pupils consent forms  | Local electronic / Hard copy   | Date of event + 1 yr   |
| Activity consent forms  | Hard copy                      | Date of event + 1 yr   |
| SATs results for individual pupils  | SIMS Cloud storage / hard copy | Files to follow pupil to new school, retain copy until pupil is 25 yrs |

### Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Our regulator - Ofsted
- school nurse
- Tucasi SCO Lunch/Trips/Events payment system
- Hampshire Music Service
- Drift IT Services (IT /network support service)
- teachers2parents texting service
- netmedia parent evening booking system
- tapestry early years learning journal
- Year 6 residential supplier
- eSchools - our VLE supplier
- Online apps which support the curriculum

## **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 Miss Carol Sheppeck, Sparsholt C of E primary School, Woodman Lane, Sparsholt, Winchester SO21 2NR

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 Miss Carol Sheppeck, Sparsholt C of E primary School, Woodman Lane, Sparsholt, Winchester SO21 2NR, email [dpo@sparsholt.hants.sch.uk](mailto:dpo@sparsholt.hants.sch.uk)

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### 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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <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
- 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

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>