

# Privacy Notice for parents and carers of pupils under the age of 13

## Who we are

You already know that your child's school is called Bottisham Community Primary School and that it is part of the Academy Trust called Anglian Learning but we have to tell you that the Academy Trust is the organisation which is in charge of your child's personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is:

Anglian Learning  
Bottisham Village College  
Lode Road  
Cambridge  
CB25 9DL

If you have queries regarding how we use your child's personal information you can contact our Data Protection Officer. This role is being undertaken by The ICT Service who can be contacted on 0300 300 0000 or [support@theictservice.org.uk](mailto:support@theictservice.org.uk). Alternatively you can leave a letter at reception or send one by post to us which we will then forward.

## How we use pupil information

Anglian Learning 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:

- support your child's learning
- monitor and report on their progress
- provide appropriate care for your child; and
- assess the quality of our services
- to comply with the law about sharing personal data

This information will include your contact details and your child's national curriculum assessment results, attendance information, any exclusion information, where your child goes after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We will also use photographs of them. More details about this are in our photograph policy which is available on the Anglian Learning website.

<http://anglianlearning.org/governance/>

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

#### 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

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>

The information disclosed to these people / services will include sensitive personal information about your child. Usually this means information about their health and any special educational needs or disabilities which your child may have. We do this because these people need the information so that they can support you and your child.

Our disclosure of your child's personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose the information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing the information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose the information. However, if at any time it appears to us that we would need your consent then this will be sought before a disclosure is made.
- It is in your child's vital interests for their personal information to be passed to these people or services.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your child's parents lives abroad or if you move your child to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your child's data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

### **With Consent**

We may make use of limited personal data (such as contact details) relating to pupils, and their parents or guardians for fundraising, marketing or promotional purposes and to maintain relationships with pupils of the Trust, but only where consent has been provided to this.

We also may transfer information to any association society or club set up for the purpose of maintaining contact with pupils or for fundraising, marketing or promotional purposes relating to the Trust but only where consent has been obtained first.

### **How long we keep your information**

We only keep your child's information for as long as we need to or for as long as the law requires us to. Most of the information we have about your child will be in our pupil files. We usually keep these until their 25<sup>th</sup> birthday unless they move to another school in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it here <http://anglianlearning.org/governance/> or ask for a copy at pupil support.

## **Your rights**

### **You have these rights:**

- You can ask us for a copy of the information we have about your child
- You can ask us to correct any information we have about your child if you think it is wrong
- You can ask us to erase information about your child (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with the information we hold on your child
- You can object to what we are doing with your child's information
- You can ask us to transfer your child's information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which is available on the Anglian Learning website <http://anglianlearning.org/governance/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<http://anglianlearning.org/governance/>

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.