

Privacy Notice - How we 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).

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

- Personal information (such as name, unique pupil number 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)
 - Medical information (such as doctors information, child health, allergies, medication and dietary requirements, information forming part of an EHCP)
 - National Curriculum Assessment Information
 - Special Educational Needs information (including the needs, information from other professional services, information contained in an EHCP)
 - Safeguarding information (such as court orders and professional involvement)
 - Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Why we collect and use this information
- Assessment and attainment information (such as key stage 1 and phonics results, key stage 2 results, post 16 courses enrolled for and any relevant results)
 - School trip information (such as consents and current medical issues, or voluntary contributions made)
 - Meeting our statutory requirements for statutory returns and audit

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 you to decide what to do after you leave school
- Information about payments for school meals, and consents for trips

The lawful basis on which we use this information

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

- for the purposes of (a), (b), (c) and (d), in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.
- For the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe including where the data subject is physically or legally incapable of giving consent.
- For the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for Department for Education census information. (This information can be found in the census guide documents at www.gov.uk/education/data-collection-and-censuses-for-schools) In addition, concerning any special category data:
- conditions (a), (b), (c) and (d) of GDPR - Article 9.

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

Decoy Primary School keeps information on computer systems and also sometimes paper records.

We hold education records securely until transition to another school. Records will then be transferred to the new school, where they will be retained until pupils reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see the information. We will not share data without permission unless there are safeguarding or legal requirements to do so.

- SIMS – Our school information management system
- Devon County Council Early Years Portal – to provide free childcare places for eligible 2 and 3-year olds
- Free School Meals Eligibility Team
- Educational Software – in support of teaching and learning
- Assessment software – in support of pupil assessment e.g. School Pupil Tracker, Accelerated Reader, Tapestry (foundation stage assessment)
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs /Google Classroom
- Evolve – our educational visits management and risk assessment software
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Library Software – to enable resources to be shared with students
- OSHENS – H&S Accident Reporting

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- local authority, Devon County Council
- the Department for Education (DfE)
- School Nurse team/Virgin Care
- ParentMail
- Tempest Photography
- Sports Coaches
- ISS (School meals)
- THRIVE

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, please submit your request by email to businessmanager@decoyschool.co.uk or in writing addressed to the Headteacher.

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>

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 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/datacollection-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 for Education

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>