

OUR LADY'S CATHOLIC PRIMARY SCHOOL APRIL 2018

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We use the pupil data (information about individual pupils at Our Lady's):

- to support pupil learning
- to monitor and report on pupil progress
- to meet our duties to promote high standards of educational achievement
- to provide appropriate pastoral care
- to provide access to school meals
- to assess the quality of our services
- to comply with the law regarding data sharing

We collect and use pupil information under principles:

- to meet our duties as a maintained school under the Education Acts 1996, 2002, 2011, the Education and Healthcare Act 2014, the School Standards and Framework Act 1998, the Children's Act 2004, equalities legislation, and any regulations or statutory guidance made under those acts
- where it is necessary to meet our duties as an employer and in relation to health and safety,
- as a result of your explicit consent for the use of the majority of our data, where we require your consent for the processing or collection of pupil data, we will advise you of this in advance and will not process or collect this data without your consent.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to meet our duties to promote high standards of educational achievement
- to provide appropriate pastoral care
- to provide access to school meals
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- Personal information (such as the pupil's name, their unique pupil number, address and parental contact details)
- Characteristics (such as the pupil's ethnicity, the language they speak at home, their nationality, country of birth and their eligibility for free school meals)
- Attendance information (such as sessions attended, number of absences and the reasons given for absence)
- Assessment information (such as the pupil's performance in statutory tests)
- Information about the pupil's behaviour and any sanctions imposed
- Information about any Special Educational Needs the pupil may have and the measures in place to assist them

- Information about any relevant medical conditions
- Information about accidents and ill-health that the pupil has experienced on the school site.

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 pupil data for as short a time as possible that is consistent with our statutory and legal obligations. We transfer the pupil's Educational Record to their next school when they leave Our Lady's

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- the London Borough of Camden
- the Westminster Diocesan Education Board
- Camden Learning, who are contracted by the London Borough of Camden to provide educational and professional support to schools and to promote high standards of educational provision within Camden
- the Department for Education (DfE)
- the NHS

We also have in place contracts with third parties to process pupil data on our behalf. These are:

- Integris – Pupil Information Database
- Exaat – Early Years pupil performance tracker, operated by Early Excellence
- Caterlink/Parent Pay – School meals provider
- Bug Club – Online reading programme
- Monster SATs-revision programme for upper KS2 pupils
- Testbase-practice test site
- SPaG.com-online spelling and grammar program
- Lumio maths-online maths games and activities

In each case, our contract with the provider ensures that the data is only used for the purposes for which it was collected by us and that appropriate security measures are in place.

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) and the local authority (London Borough of Camden) 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 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 <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 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 the Head of School via 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

The right to object – You can object to our use of your child's data and we must stop using it unless we have an overriding legitimate reason to continue

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. However, you can contact the Information Commissioner's Office directly at <https://ico.org.uk/concerns/>

Contact:

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

- The Head of School via the School Office