



Privacy Notice 2018

Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

Why do we collect and use pupil information?

Northmead Junior School is the data controller of the personal information you provide to us. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to:

Article 6(1)(c), 6(1)(d), 6(1)(f) of the GDPR

Article 9(2)(b) of the GDPR

Education Act 1996

We use the pupil data:

- to support our pupils' learning
- to monitor and report on their progress
- to provide appropriate pastoral care; and
- 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 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). Details of exclusions/behavioural information.
- National curriculum assessment results/assessment information.
- Relevant medical information including physical and mental health
- Special educational needs information, including details of any support received, including care packages, plans and support providers.
- Information relating to Safeguarding
- Where they go after they leave us.

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

Personal data relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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)
- NHS (e.g. School Nurse)
- Relevant authorities during Safeguarding Procedures.

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 education 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 to be given access to your child's educational record, contact

Mrs. M Rajani
Northmead Junior School
Grange Road
Guildford
Surrey
GU2 9ZA
01483 529870 – info@northmead.surrey.sch.uk

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, 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:

Please direct any queries regarding this privacy notice to: info@northmead.surrey.sch.uk for the attention of Mrs. Rajani

General Data Protection Regulations (GDPR) Statement of Intent Reply Slip

Northmead Junior School is a GDPR compliant organisation and will seek to remain up to date in this regard as legislation develops.

By signing this form, you are acknowledging that the school will collect, store, use, manage, retain and eventually destroy, and share with appropriate bodies personal data, including academic records, student photographs and address details which relate to you and your child and which are stored by us.

Parent(s)/Guardian(s) of:

Student's Name:.....

Class Teacher/ Class:.....

Parent's/Guardian's Name: (Please Print).....

Parent's/Guardian's Signature:.....

Date:.....

Please return this form to your child's Class Teacher by Friday 8th June 2018.