



LINCOLN GARDENS PRIMARY SCHOOL

PRIVACY NOTICE - PUPILS

PERSON RESPONSIBLE FOR POLICY:	CLAIRE MALLIA
APPROVED: GOVERNING BODY	DATE: SEPTEMBER 2020
SIGNED:	ROLE:
TO BE REVIEWED:	SUMMER 2021

Privacy Notice - Pupils

This document has been produced to inform those with parental responsibility for children attending at Lincoln Gardens Primary school of information relating to:

- What data we, the school, collect about your child and how we collect that information.
- Who we routinely share that information with and for what purposes.
- How long we retain pupil data for
- Your rights relating to the information we hold in respect of your child

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

- Personal information (such as name, unique pupil number and address, contact details,)
- 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)
- Assessment data: to monitor and manage pupils' academic progress and attainment
- National Curriculum assessments and results
- Relevant medical conditions, including medication
- Special Educational Needs and Disabilities information
- Exclusion/Behavioural records
- CCTV images

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to comply with our child protection and safeguarding duties
- to comply with our duties in compliance with the Data Protection Act 2018
- to assess the quality of our services
- to comply with the law regarding data sharing
- to assess the quality of our services
- to prevent and detect crime on school premises
- as a safeguarding measure to protect children, staff and visitors to the school

The lawful basis on which we use this information

We collect and use pupil information to comply with our legal duties under:

- The Education Act 1996
- DfE Keeping Children Safe in Education (revised September 2018)
- Supporting Children in School with medical conditions
- Article 6 of the General Data Protection Regulations 2018 in performing our public duties (*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*)
- Article 9 of the General Data Protection Regulations

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 your child whilst he/she attends our school. All data relating to your child will either be transferred to any subsequent school as part of transition at the end of your child's primary education or as part of an in-year transfer.

Who we share pupil information with

We routinely share pupil information with:

- schools pupils attend when transferring to another establishment
- our local authority: North Lincolnshire Council
- the Department for Education (DfE)
- Third party provision for the following purposes:
 - Pupil data tracking; progress and attainment
 - Safeguarding and child protection
- NHS
- School Nursing Team
- Children's Services

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.

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 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 school's Data Protection Officer, Mrs C Mallia on 01724 844430 or dpo@lincolngardens.net

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 the school's Data Protection Officer, as detailed above.

August 2020