

# Newborough CE Primary School

## Privacy notice for Parent/Carers

Under Data Protection Law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about **pupils**.

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

- personal identifiers and contacts such as name, unique pupil number, contact details, address and relationship to the child
- characteristics, such as ethnicity, language and free school meal eligibility
- safeguarding information such as court orders and professional involvement
- special educational needs information; details of any support received, including care packages, plans and support providers
- medical and administration such as doctors information, child health, dental health allergies, medication and dietary requirements
- attendance information such as sessions attended, number of absences and absence reasons and any other previous schools attended
- assessment and attainment such as Key Stage 1 and 2 SATs results and KS1 phonics results
- behavioral information such as exclusions and any relevant alternative provision put in place
- safeguarding and child protection information
- dinner money information
- secure email communication with external agencies for example health and social services

## Why we collect and use this information

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to protect pupil's welfare and ensure safeguarding
- to keep the children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to communicate with priority 1 & 2 contacts
- to provide essential information to appropriate 3<sup>rd</sup> parties for example health & social services when necessary

## 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:

- The Education Act (various years)

- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 8 (1)(2)Recital (38)
- Article 6 (1)(a)-(f), and Article 9 (GDPR)
- Article 5 (6 Principles)

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Collecting pupil information**

We collect pupil information via:

- Pupil Registration Forms
- CTF (common transfer file) from previous school or nursery setting

Pupil information is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested is on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

While the majority of information we collect about pupils is mandatory, some of it is provided on a voluntary basis.

### **How we store pupil data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Please see our Data Retention Policy for more details, this can be found on our website [www.newboroughschool.co.uk](http://www.newboroughschool.co.uk)

GDPR Article 15 1(d)

### **Who we share pupil information with**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we share personal information about pupils with:

- schools that the pupils attend after leaving us
- schools attended by siblings of those pupils on role
- our local authority Peterborough City Council  
<https://www.peterborough.gov.uk/council/council-data/>
- The Department for Education (DfE)
- companies that provide residential trips for our pupils, ie. Stibbington Centre (Cambridgeshire County Council) and Finborough (Klub Group PLC)
- M & B School caterers who we share dietary information with
- Support for Learning who provide our SENDCO support
- NHS to facilitate vaccination programmes taking place in school
- Other organisations that are GDPR compliant and it is deemed necessary

## **Why we regularly 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.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## **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 the School Business Manager on [office1@newborough.peterborough.sch.uk](mailto:office1@newborough.peterborough.sch.uk)

You also have the right to:

- object to the use of personal data if it would 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 corrected, blocked, deleted or destroyed, and
- a right to seek redress, either through the ICO, or through the courts

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 us**

If you would like to discuss anything in this Privacy Notice, please contact Mrs Jo Crossley, School Business Manager on 01733 810253 or by email on [office1@newborough.peterborough.sch.uk](mailto:office1@newborough.peterborough.sch.uk) or, alternatively you can contact the school's Data Protection Officer at the ICT Service on 03003 000000 or [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

## **How Government used your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the number 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/data-collection-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**

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>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>