



Meadowside Community Primary & Nursery School

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under Article 6.1c, and Article 9 2d of the GDPR (Article 6 1a - processing is necessary for compliance with a legal obligation; Article 9 2d - processing is carried out in the course of its legitimate activities).

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

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)
- Assessment Information (such as in-year teacher assessment and statutory end of key stage assessment)
- Relevant medical information
- Special Educational Needs or Disability information
- Exclusions information
- Photographs of the children taken during school activities

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 the basic pupil record for 25 years from the pupil's date of birth. Other data listed above will be held for varying amounts of time but no longer than the basic pupil record. For a breakdown of the individual categories, please ask to see a copy of the data retention schedule.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Warrington Borough Council
- the Department for Education (DfE)
- Photographs may be used within school and within promotional or celebratory media (optional dependant on consent given)
- Bridgewater Health Care



Meadowside Community Primary & Nursery School

Within school we will use software to help us manage the different aspects of a pupil's education. Where this software is cloud based, the companies that manage will have technical support staff that, on request, will be able to access this information. This is only done with the permission of school and all third party software providers have been checked for compliance with GDPR.

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 the (DfE) under regulation 5 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



Meadowside Community Primary & Nursery School

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

Requesting access to your personal data

You have the right to ask to see the Educational Record of your child. Before we are able to share any information with you we will need to verify that you are the child's legal parent/ guardian and we may ask for evidence of this and identification. You will need to put the request in writing to the school and we will have up to 15 school days to respond to this request.

For more information please see the ICO website on Accessing pupil information:

<https://ico.org.uk/your-data-matters/schools/pupils-info/>

Contact:

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

- Business Manager for school – Donna Lowe
BusinessManager@warrington.gov.uk
- Data Protection Officer for the Multi Academy Trust - info@wpat.warrington.sch.uk