

# Pupil Privacy Notice

## How we use pupil information

Bigland Green Primary School has the legal right to collect and use personal data relating to pupils and their families. We may also receive information regarding them from their previous schools, the Local Authority (LA) or the Department for Education (DfE).

We collect and use personal data in order to meet our legal requirements as set out in the General Data Protection Regulations (GDPR) and UK law, including:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

## Why do we collect and use pupil information?

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

- to support pupil learning
- to monitor and report on pupil attainment progress (including for Reading Recovery)
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

The categories of pupil information that the school collects, holds and shares include:	We collect pupil information via:
<ul style="list-style-type: none"> <li>▪ Personal information</li> <li>▪ Characteristics</li> <li>▪ Attendance information</li> <li>▪ Assessment information</li> <li>▪ Medical information</li> <li>▪ Special educational needs information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Registration forms</li> <li>▪ CTF files</li> <li>▪ Records from previous schools</li> <li>▪ Data from local and/or national bodies e.g. LA, DfE</li> </ul>

Whilst the majority of the personal data you provide is mandatory, there may be data that is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether there is a mandatory requirement for you to provide this or whether consent is required.

## How we store pupil data?

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.

The school holds pupil data securely for the set amount of time shown in our data asset register. For more information, please contact the Data Protection Officer(s).

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our LA and the DfE
- the school nurse
- the NHS
- other relevant professionals involved in the education and well-being of the pupil and/or the family

Bigland Green Primary School will not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The school is required to 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. The school is 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.

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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

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>

## **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data. You 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
- a right to seek redress, either through the ICO, or through the courts

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:

Internal Data Protection Officer – John Anderson on [admin@biglandgreen.towerhamlets.sch.uk](mailto:admin@biglandgreen.towerhamlets.sch.uk)

External Data Protection Officer – Raja Miah on [coq@biglandgreen.towerhamlets.sch.uk](mailto:coq@biglandgreen.towerhamlets.sch.uk)

If you have a concern or complaint 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/>