

## Bearwood Primary School

### Privacy Notice (How we use pupil information)

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

- **Personal information** (such as name, unique pupil number and address, additional emergency contact information, parental email contacts, parental workplace for emergency contact, details of parental responsibility and shared contact arrangements, details of the provider of the information at admission, foster arrangements and proof of guardianship, proof of identification of pupils, details of siblings, details of other agency involvement e.g. LA Children's Services)
- **Characteristics** (such as ethnicity, language, language spoken at home, nationality, country of birth and free school meal eligibility, immigration status, school history)
- **Attendance information** (such as sessions attended, number of absences and absence reasons)
- **Medical information** (such as GP contact or other medical professionals, NHS number, medical conditions including allergies and dietary requirements, immunisations, A 'care plan' for those who have specific medical needs or medication required to be administered, consent for sun-cream)
- **Photo consent** (such as internal on display or newsletters to parents, school website, local and national press)
- **Records of the payment of monies to school** (such as Educational visits, school meals, clubs – see Charging and Remissions policy)
- **Optional consent for curricular enrichment** (such as sports' clubs)
- **Other assessment information** (such as WellComm, Baseline on entry to school in any particular year or from other settings on transfer, Social, Emotional, Mental Health information (SEMHS), A learning journey in EYFS (Statutory information from the EYFS framework), Phonic ability, Reading and comprehension ages, Spelling ages and other school-based assessments to inform reporting to parents)
- **Special Educational Needs (SEN) assessments** (such as in-school assessments, and other support agencies )
- **Pastoral information** (such as records to support Safeguarding and Child Protection)

#### 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 assess the quality of our services
- to comply with the law regarding data sharing

#### The lawful basis on which we use this information

We collect and use pupil information under the following GDPR categories:

##### Article 6 - GDPR -

- Public task - processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- Vital interest - the processing is necessary to protect someone's life.
- Consent of the data subject - the individual has given clear consent for you to process their personal data for a specific purpose.
- Compliance with a legal obligation – the processing is necessary for us to comply with the law (not including contractual obligations).

## Article 9 – GDPR – Processing of special categories of personal data

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

### 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 time frames as identified in:

**The ‘Information Records Management Society Toolkit for Schools’.**

### Who we share pupil information with

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

We routinely share pupil information as required, based on, for example, pupil need or take up of clubs with:

- schools that the pupil’s attend after leaving us
- our local authority
- The Department for Education (DfE)
- LA Children’s Services
- LA Inclusion Support ( Behaviour support, Visual Impairment)
- Third party learning providers (such as Education City, Purple Mash, Google Education, Bug Club, EduBlogs, Sum Dog, Little Bridge, Reading Plus)
- School Management Information system (such as SIMS, School Fund Manager, Parent Pay, EVOLVE Educational visits)
- Purchased external support (Tapestry,)
- Automated parental contact services (Parent Pay)
- NHS (such as School Nurse Team, CAMHS or where requested)
- External providers of extra-curricular provision (such as Music support, sport clubs, School photograph providers)
- External providers of SEMHS support
- External providers of School Meals
- Attendance and prosecution service & Education welfare officer
- Internal school staff

## **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

[admin@bearwood.sandwell.sch.uk](mailto:admin@bearwood.sandwell.sch.uk) or write to the school office

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:

[admin@bearwood.sandwell.sch.uk](mailto:admin@bearwood.sandwell.sch.uk) or speak to the school office

**Our data protection officer is Gurjit Sunner via**

[dpo@bearwood.sandwell.sch.uk](mailto:dpo@bearwood.sandwell.sch.uk)