



## **Stainton CofE Primary School**

**Stainton, Penrith, CA11 0ET**

### **Privacy Notice - How we use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

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

- Personal information (such as name, unique pupil number, contact details, address, parent/carer details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment information (such as academic records, Key stage 1, Key Stage 2 and Phonics results, progress data)
- Relevant and up to date medical information such as doctor's information, child health, dental health, allergies, medication and dietary requirements, records of accidents.
- Information regarding special educational needs / disabilities (SEND) including individual difficulties and needs, education plans.
- Behavioural information such as exclusions, alternative provision put in place, records of incidents.
- Information regarding trips, residentials, outdoor activities.
- Free school meal entitlements

#### **We collect and use the pupil data:**

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, emergency contact details)
- to comply with the law regarding data sharing
- to support pupils in decisions as to what to do after they leave our school
- to meet statutory duties placed upon us for DfE data collection

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

We collect and use pupil information under:



- 6(1)(a)** Consent of the data subject.
- 6(1)(b)** Necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
- 6(1)(c)** Necessary for compliance with a legal obligation.
- 6(1)(e)** Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- 9(2)(c)** Necessary to protect the vital interests (life) of a data subject or another individual where the data subject is physically or legally incapable of consenting.
- 9(2)(e)** Processing relates to personal data already made public by the data subject.
- 9(2)(h)** For preventative or occupational medicine; assessing work capacity of an employee, medical diagnosis, providing health & social care or treatment or management of healthcare services under EU/National law or contract with a health professional.

### **Collecting pupil information**

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided 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 information**

All pupil records will be kept securely at all times. Paper records will be kept in lockable storage. Electronic records will have appropriate levels of security.

We hold pupil data for up to 25 years depending on the category of data; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Cumbria County Council)
- the Department for Education (DfE) for the school census, SATs results
- NHS and Healthcare Professionals
- Educational visit venues
- Capita SIMS (School Information Management System)
- Coolmilk – school milk scheme



- Parent Pay – in connection with Mellors, our school meals providers
- Primary Site – our website provider – in connection with emailing school correspondence

### **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)**

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.

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
- 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 Mrs S Austwick – DPO.

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
- a right to seek redress through the ICO or through the courts.

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/>

### **Contact:**



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

- Mrs H Dunham, Headteacher, or Mrs S Austwick, DPO  
Stainton CofE Primary School, Stainton, Penrith, Cumbria, CA11 0ET