
Privacy Notice – for pupils

Privacy Notice: Pupils

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

Why do we collect and use pupil 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
- to provide a rewards and behaviour structure
- to track how well the school is performing as a whole

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 including grades, targets, levels and progress
- Relevant medical information
- Special Needs information
- Information on behaviour and incidents, if applicable, at the school including suspension/exclusion.

The lawful basis on which we use this information

- The lawful basis on which we collect and use pupil information is:
- In order to carry out our **public interest** duties from Article 6 from the GDPR – May 2018
- To carry out the **obligations of** and **legitimate interests** of the school under Article 9 from the GDPR – May 2018

Collecting pupil information

Whilst the majority of pupil information provided 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 up to seven years after they leave the school or 25 years from the child's date of birth. SEN information is kept for a minimum of 35 years. If any safeguarding information has been recorded about a child, we are required to archive those records for the lifetime of that child.

Who do we share pupil information with?

We routinely share pupil information with:

- schools/academies/ that the pupil's attend after leaving us - please see below
- Department for Education (DfE) - please see below
- West Northamptonshire County Council - in order to administrate legal information between local authorities/ services providers and other schools
- Kingswood Catering – to order school meals, to operate the catering services
- SIMS – to operate attendance procedures
- Arbor – to operate attendance procedures, behaviour monitoring, communication
- Wonde Group – A provider that links the SIMs service to the use of App services i.e. Insight, EduKey
- Groupcall - A provider that links the SIMs service to the use of App services i.e. EduKey, Arbor
- NHS – To provide medial support
- FMS – To process payments i.e. trips
- SIS – required to supply destinations data to local authority
- Primarysite, E4education & Juniper Education – to operate school communications i.e. text messages, tweeting, emails
- EasiPC – To provide logins and passwords in order to access the school ICT facilities
- Legacyleisure – To process pupils acheievment in swimming
- Oneteamlogic (The Safeguarding Company – Previously MyConcern) – For recording and sharing of Safeguarding Concerns
- ClassDojo – A learning platform to communicate with parents i.e. rewards, homework....
- GoogleDoc - Docs is a real-time collaboration and document authoring tool.
- Office 365 inc. – To provide individual login and emails for all students
- Edukey – To process, track and audit SEN provision
- Accelerated Reader – To assess, record, track and provide appropriate individualised reading materials
- Language Angel – To track the progress of pupil (assessment tool)
- The School Photography Company/Ward Henry – To capture professional individual and group photos of pupils
- KT Photography - To capture professional individual and group photos of pupils

- Mals & SWBS – A mental health & wellbeing survey for pupils
- Insight – Pupil progress tracking assessment tool for analysing data
- School Cloud – provider to enable parent meetings online.
- Number Sense Maths Limited - To provide online learning
- ParentPay Group Services Ltd – School payment system
- The School of Signs – Teaching (homework) and attendance recording for British Sign Language school club (in association with Royal Association of the Deaf)
- Medical Tracker – Recording of First aid incident, notifying parents, recording of medical information / medication.

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 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 educational record, contact Mrs Samantha Nyali.

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 or our Data Protection Officer or 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:

Mrs Samantha Nyali

Email: bursar@bjs.northants-ecl.gov.uk

DPO : Mrs Sue Parry

Email: bursar@waynflete.northants-ecl.gov.uk