

# HIGH MEADOW INFANT 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)
- 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)
- Safeguarding Information (concern forms, referrals)
- Academic Information (Assessment results, Observations and age bands, IEPs)
- Funding details (parents details, funding allowances, invoices, debts, EYPP DF DAF)
- Medical information (such as allergy advice, SEN, Behaviour information,)
- GP and Health Visitor contact details
- Photographs (for display and developmental evidence)

### Why we collect and use this information

We use the pupil/parent 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 comply with statutory requirements from EYFS and local authority
- to secure funding from local authority
- to distribute invoices to parents via Parentpay
- to comply with requirements from OFSTED
- to ensure safeguarding requirements are met

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

We collect and use pupil information under the lawful basis of Legal Obligation and Public Task. The processing of data is necessary to ensure the best performance of the school for all pupils, families and staff, as we have statutory and legal requirements set out by OFSTED the Local Authority and the Early Years Foundation Stage that need to be adhered to. As a school we also have Health and Safety duties that need to be followed. By not holding and processing the relevant data we would not be complying with the laws and requirements. . These lawful basis are taken from Article 6 and 9 GDPR 2018 and comply with the Education Act 1996 and Childcare Act 2006.

## Collecting pupil information

All the pupil information you are asked to provide to us is mandatory, however some additional information may be 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 whilst the child is in the setting but photographs we hold for a duration of time at school . Finance data is kept for five years

We hold child protection information for 25 years.

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- our Local Authority
- the Department of Education (DfE)
- School Health teams
- SEND teams
- Warwickshire MASH
- OFSTED

## 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, for example, in the case of safeguarding and medical needs

We share pupils' data with the Department of Education (DfE) and Local Authority 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 of 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) to 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 Mrs L Eling, School Secretary.

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

Under the lawful basis of Legal Obligation you do not have the right to

- have your data erased
- have your data transported to another organisation
- or object to the processing of data

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:

**Mrs L Eling, School Secretary**