



## **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)
- Medical information (such as allergies, food intolerances, asthma plans and health care plans)
- Assessment information (such as reading ages and age related expectations)
- Special Educational Needs and Disability information (such as children who are working with external agencies such as speech and language and educational psychologists)
- Images (such as photographs at school external events, photographs and videos within school)

### **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 / parent / carer information lawfully in accordance to Article 6 of the GDPR which states:

- processing is necessary for compliance with legal obligation to which the controller (Burlington CE Primary and Nursery) is set ie. Taking the daily register, returns to the Department for Education (Article 6.1c)
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (Article 6.1e)
- Processing is necessary for reasons of substantial public interest (Article 9.2g)

The Education Act 1996 requires schools to collect various data. This information can be found in the census guide documents on the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## 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 their time while at Burlington CE Primary School. Upon transfer to secondary school all written records of achievement, personal information are passed to the secondary school except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to. Files will not be sent by post unless absolutely necessary. For further information please refer to [https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)
- Pupil photographs will remain in school securely stored for a period of 2 years after leaving.
- The school's Accident book will be kept for at least 3 years after the incident in accordance to Health and Safety Executive Guidance.  
<http://www.hse.gov.uk/pubns/edis1.pdf>

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority including the NHS
- the Department for Education (DfE)
- third party organisations such as ScholarPack (online management system), Accelerated Reader (reading assessment system), Big Maths (recording pupil's maths progress) and Friends of Burlington.

## 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 **Mrs Elizabeth Thompson (School Business Manager), Sarah Powell (Headteacher) or David Ritchie (Data Protection Officer)**.

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:

Mrs Sarah Powell, Headteacher, Burlington CE Primary School, 01229 889210, [head@burlington.cumbria.sch.uk](mailto:head@burlington.cumbria.sch.uk)

Mrs Elizabeth Thompson, School Business Manager, Burlington CE Primary School, 01229 889210, [admin@burlington.cumbria.sch.uk](mailto:admin@burlington.cumbria.sch.uk)

Mr David Ritchie, Data Protection Officer, Member of Burlington CE Primary Governing Body, [davidritchie@burlington.cumbria.sch.uk](mailto:davidritchie@burlington.cumbria.sch.uk)