

# Privacy Notice - Pupils

Information for pupils and parents to explain how information about pupils is used by Prior Heath Infant School (and shared with third parties).

## The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFSP, key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities
- images of pupils
- information about the use of IT

## Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, medical information or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to comply with the law regarding data sharing including access to funding
- h) to provide extra-curricular activities including school trips
- i) to monitor the use of the school's IT system
- j) to use photos for safeguarding purposes or publicity purposes on website and in school publications

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

Under Article 6 we collect and use pupil information in order to meet our legal obligations in running our school and/or to carry out official functions in this capacity to run the school safely and effectively, we process special data under GDPR Article 9 in the public interest.

Where the data is 'special' data and not required under any legal obligation or our official function capacity we ask for specific consent.

We will explain that you have a choice in this matter and may withdraw consent at any time, the purpose for the collection and the consequences of not agreeing to provide the data.

The following data shown above falls into this category:

**Ethnicity**

**Language**

**Religion**

**Photos not required to keep children safe medical/dietary need**

**Videoing**

## **How we collect pupil information**

We collect pupil information from pupil admission forms or Common Transfer File (CTF) from previous school, various forms and pupil workbooks throughout pupil's time at the school, referral forms/correspondence or external agency reports.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and our Data Protection Policy on how we keep your data safe, please visit [www.priorheathinfant.co.uk](http://www.priorheathinfant.co.uk)

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS
- the school nurse
- other health/education professionals
- police
- OSHEN SCC Health & Safety reporting system
- IT support, remote back up and website host services
- School Photographer
- Cool Milk
- Purple Mash
- Parent Mail
- SCS Catering for dietary needs

## Why we regularly 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.

The Education Act 1996 and The Education (Information about Individual Pupils) (England) Regulations 2013 allow us to collect and share pupil data:

by secure access S2S between feeder schools or schools that our pupils transfer from,  
by Dfe secure access COLLECT for pupil data census,  
by Perspective Lite with Surrey County Council ,

other pupil data may be shared via secure encrypted email or password protected websites.

Third Parties which offer services to the school are required to provide us with a privacy notice which meets our requirements on how they process and store pupil's data.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections including termly census, common transfer/phonics screening and key stage 1 assessment data, under:

The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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

Helen Dalford  
Data Protection Officer  
Prior heath infant School  
Prior Road  
Camberley  
GU15 1DA

**Tel: 01276 25546**

**Email: [admin@prior-heath.surrey.sch.uk](mailto:admin@prior-heath.surrey.sch.uk)**

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, either 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/>

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools

- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>