



## Privacy Notice for School Pupils

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A copy of this document can be obtained from...	The schools' network The schools' website



# Privacy Notice for School Pupils

John Rankin Schools is the Data Controller for the use of personal data in this privacy notice

## **The categories of pupil information that we collect, process, 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)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special educational needs information
- Assessment and attainment information
- Behavioural information (such as exclusions and any relevant provisions in place)
- Financial information (such as bank details for payments and refunds)

## **Why we collect and use this information**

We collect and use pupil data for the following reasons:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe (for example, food allergies and emergency contact details)
- meet the statutory duties placed upon us by the Department for Education
- for the school to fulfil their official functions and meet legal requirements

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

We process this information under the Data Protection Act 2018 and other regulating Acts.

Also, from 25 May 2016, under GDPR (General Data Protection Regulation) Article 6 and Article 9 where data processed is special category data.

Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **Collecting this information**

Whilst the majority of 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 this information

We hold pupil data for 7 years after the pupil has left the school.

## Who we share this information with

We routinely share this information with:

- The Department for Education (DfE)
- Our local authority
- The school that the pupil attends after leaving us
- NHS/School nurses
- PTFA
- CPOMS (child protection and safeguarding system)
- EVOLVE (off-site visits system)
- G Suite for Education
- ISS – Feeding Hungry Minds
- IXL
- Oxford Owls
- Real PE
- RM Unify
- School Cloud (Parent Evenings)
- Schoolcomms (Parent communication and gateway)
- Times Tables Rock Stars
- Capita Sims

## Why we share pupil information

We do not share information about our pupils with anyone 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 the Executive Head teacher or Executive Communications 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/>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school at [office@jrs.w-berks.sch.uk](mailto:office@jrs.w-berks.sch.uk)

## Further information

If you would like to discuss anything in this privacy notice, please contact the Executive Head Teacher or Operations Manager.