



Privacy notice for pupils and their families

Privacy notice – how the school uses pupil information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs the pupil has
- Medical and administration – e.g. doctors information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools the pupil has attended
- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register which can be found in the school office securely.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are for the purpose of supporting pupil learning and safeguarding, in accordance with the legal basis of public task.

How do we collect your information?

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CIT) from your previous school
- Child protection plans
- Pupil Permission Forms
- Consent Slips for Visits and Trips
- Specific consent eg referral to wider agencies

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely and follow Record Retention Guidelines as issued by the Local Authority and found on our website.

For more information about how we keep your information safe, please see the school's Data and Breach Policy and Data Protection Policy.

Who do we share your information with?

We are required by law to pass certain information about pupils to:

- The LA
- The DfE
- Schools that you go to after leaving us

Department for Education (DfE)

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

How does the government use your data?

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government department and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to detecting a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we have about you, please contact Mrs Murcott via the school contact information.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO, Mrs Murcott, in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

Contact the Local Authority:

<http://www.derbyshire.gov.uk/privacynotices>

DFE

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

If you require further information about how we and/or the DfE store and use your personal data, please visit our website and feel free to contact us.

GDPR – PRIVACY NOTICE RETURN SLIP

Please return to the school office via the class collection box.

Declaration

I / We (Parent)....., declare that I/we understand:

- The categories of personal information Brockwell Junior School collects and uses.
- Brockwell Junior School has a lawful basis for collecting and using my personal information.
- Brockwell Junior School may share my information with the DfE, LA and other stated organisations.
- Brockwell Junior School does not share information about you with anyone without your consent, unless the law and our policies allow us to do so.
- My/Our information is retained in line with Brockwell Junior School's Records Management Policy.
- Our/My rights to the processing of personal information.

Name: _____

Signature: _____

Date: _____