

**WELBOURNE PRIMARY ACADEMY**

**Privacy Notice- Information about Pupils**

<b>Headteacher</b>	<b>Mrs C. Everton</b>	
<b>Chair of Governors</b>	<b>Mrs J. Lowe</b>	

*Adopted by Governors: JULY 2018*

*To be reviewed: JULY 2021*

*Welbourne Primary Academy welcomes our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.*

*We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.*

*We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.*

Welbourne Primary is the data controller for the purposes of the General Data Protection Regulations. The school collects information from you and may receive information about you from your previous school and the Learning Records Service.

**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)
- Relevant medical information
- Assessment information
- Special Needs information
- Behaviour and Exclusion information

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

We use the student data

- to support pupil learning (which could include the use of appropriate websites and applications)
- to monitor and report pupil progress to provide appropriate pastoral care
- to assess the quality of our services
- assess how well the school is doing
- to comply with the law regarding data sharing

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

We collect and use pupil information under the lawful basis of the 'Public Task': the processing is necessary for the school to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

Where the lawful basis is not considered to be 'Public Task', we will consider obtaining consent where appropriate or acting in the vital interests of the individual.

### **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 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 no longer than is necessary for the purpose or purposes it was collected. Reasonable steps will be taken to destroy, or erase from the systems, all data which is no longer required.

### **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)
- NHS
- Other organisations that are GDPR compliant and it deemed necessary

### **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 education attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 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:

- Conduction 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 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 schools Data Protection Officer based at Peterborough City Council.

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 circumstance, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by breach of 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:

The school office Welbourne Primary School, Goodwin Walk, Werrington, Peterborough, PE4 6NR