



Privacy Notice for Pupils and Families

(How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information and contacts (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)
- Assessment Information (such as results of statutory and school assessments, progress information etc)
- Relevant medical information (such as allergies, medical conditions, doctor contact information)
- Special Educational Needs information including information about disabilities
- Behaviour information (such as records of behaviour logs and internal isolations or exclusions)
- Photographs (which will be used to aid our records management and attendance procedures)

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 information under the lawful basis as identified in Article 6 and Article 9 from the GDPR of:

- compliance with our legal obligation
- the performance of tasks carried out in the public interest or in the exercise of official authority vested in Parbold Douglas C of E Academy
- with explicit consent
- protecting the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

How we collect pupil information:

We collect pupil information via registration forms at the start of the school year and/or via a common transfer file (CTF) or secure transfer form a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. 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:

Personal data relating to pupils at Parbold Douglas C of E Academy and their families is stored in line with the school's Records Management Policy, which can be accessed via the school office.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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>

Who we share pupil information with:

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- 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)
- Assessment Information (such as results of statutory and school assessments, progress information etc)
- Relevant medical information (such as allergies, medical conditions, doctor contact information)
- Special Educational Needs information including information about disabilities
- Behaviour information (such as records of behaviour logs and internal isolations or exclusions)

Parbold Douglas C of E Academy will not share personal information with any third parties without consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations (such secondary schools or other primary schools children may move to) upon leaving the school
- The LA
- The NHS
- Our internal information management systems such as Arbor and Target Tracker

Parents are able to request that only their child's name, address and date of birth are passed to the LA by informing the School Business Manager via email (sbm@pda.lancs.sch.uk) or letter.

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. We share information if it is required to:

- Provide appropriate pastoral care
- Safeguard pupils and their families
- Support pupils learning and social, emotional and health needs

All information is shared and held securely, in line with our Records Management Policy

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, under:

Regulation 5 of 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 Mrs J Jarvis, School Business Manager and 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
- 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs J Jarvis, School Business Manager and Data Protection Officer - sbm@pda.lancs.sch.uk

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>