



Castlethorpe First School

Privacy Notice May 2018

Castlethorpe First School holds the legal right to collect and use personal data relating to pupils and families. We may also receive information regarding children and families from their previous setting, school, LA and/or the DFE.

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)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)

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
- To share data for statutory inspections and audit purposes

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations



- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data) See appendix 1 for further details

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 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 pupil data

We hold pupil data for varying lengths of time depending on what the information is. This can be found in our retention schedule which will be on our website when a full review has been completed by the governing body.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority (Milton Keynes Council)
- the Department for Education (DfE)
- School Nurse
- SEND External support eg Specialist Teacher support, Speech and Language team, Educational Psychologist, Occupational therapist.

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 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 Julie Baldwin Head teacher.

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/>

Contact

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

Julie Baldwin Head teacher: office@castlethorpe.milton-keynes.sch.uk in the first instance.

Contact details for our Data Protection Officer: Mr Ian Hoare:

LGSS.GDPR@theictservice.org.uk

Appendix 1.

Special Categories of Data Policy

Special Categories of data is defined under article 9 of the GDPR as;



The processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life.

To process such data, a legal reason for processing must be identified.

The type of data which we process at Castlethorpe First School that falls in to this category and the legal reasons for processing it is identified below:

Type of Data	Legal reason for processing	Used for
Racial	Article 9(2)(d) Substantial Public Interest	School Census
Ethnic	Article 9(2)(d) Substantial Public Interest	School Census
Religious	Article 9(2)(d) Substantial Public Interest	School Census
Health	Article 9(2)(d) Substantial Public Interest	Safeguarding of children

When processing this data, we will ensure that we will adhere to the following principles:

Lawful, fair and transparent. We have identified or legal reasons for processing above and have shared them with you in the privacy notice.

We will only use this data for the purposes identified above.

We will only collect the minimum amount of data that is required for this purpose.

We will ensure by regularly asking you to check this data is correct that it kept up to date and ask you to inform us of any data that needs to be rectified or erased as no longer relevant.

We will only keep this data for as long as is necessary. Please see our retention schedule linked to the privacy notice for how long we retain this data.

We will process this data using all appropriate means to ensure the security of this data.

Data is held in SIMS on a secure Server

Pupils

Article 6

Public Interest



The vast majority of the data we process is because we need it to be able to perform the function of being a school. As a school requires that we hold this information because we need it to perform our public task.

e.g. We need to know your son/ daughters name and parental contact details as well as any medical conditions to be able to provide the appropriate care for them whilst at school.

Consent

Where we rely upon consent we will ask you to be able to process that data.

e.g. We ask for your permission to use photographs of your child in the school, on the school website, in press articles etc.

When you have given consent, you are able to withdraw it any time. Please contact us in writing to inform us.

Vital Interest

If there was a medical emergency where we couldn't get in contact with you and it was in the Vital Interest that we shared the medical information for the child with a Doctor/ Ambulance Crew etc.

Legal Obligation

If we are required to process this information because we have a legal obligation to do so.

e.g. We have to submit a School Census to the DfE 3 times a year.

Article 9

Special Categories of Data

We also collect racial, ethnicity, religion and medical condition(s) data. This data is determined to be a special category of data.

Public Interest

The Special Categories of Data processed by is also undertaken in the public interest; we have to collect it by law. For certain categories of data such as ethnicity/ religion you have the right to refuse to give it to us but we are required to record that it has been refused.

Vital Interest

If there was a medical emergency where we couldn't get in contact with you and it was in the Vital Interest that we shared the medical information for the child with a Doctor/ Ambulance Crew etc.



May 2018