



## Privacy Notice (*How we use pupil information*)

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

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

- Personal information from your admissions form, previous School or LA
  - name
  - unique pupil number
  - address
  - contact telephone numbers
  - next of kin
  - family circumstances
  - medical information
  - SEN Information
  - Photographic images of pupils for identification
  - CCTV images
- Characteristics
  - ethnicity
  - language
  - nationality
  - country of birth
  - free school meal eligibility
  - adoption or forces pupil
- Attendance information
  - sessions attended
  - number of absences
  - absence reasons
  - exclusions
- Assessment Information
  - SATS results
  - Exam results & certificates
- Behavioural Information
  - Allegations of abuse
  - Accidents
- Child Protection Information

### **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, safeguard the welfare and wellbeing of all pupils
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure the safety of pupils and the buildings through CCTV

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

This details the legal basis that we are relying on when handling your information.

### Public Interest

This means that the processing is necessary for public interests except where the processing is unfair to you. The school relies on public interest for most ways in which it uses your information. Specifically the school has public interest in:-

- providing educational services to your child
- safeguarding and promoting the welfare of your child and other children
- promoting the objects and interests of the school.
- Facilitating the efficient operation of the school
- Ensuring that all relevant legal obligations of the school are complied with.

### Legal Obligation

Where a school needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose information to third parties such as the local authority or the police where legally obliged to do so.

### Vital Interests

For example, to prevent someone from being seriously harmed or for the emergency medical treatment of a person.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information and information about sex life or orientation. Consent will be required for data held or stored under this category as well as one for the following legal basis.

### Substantial public interest

The processing is necessary for reasons of substantial public interest for example, understanding sexual orientation of a pupil to ensure systems in place to manage washroom facilities and PE changing.

### Vital Interest

To protect the vital interest of any person where that person can not give consent, for example, if they are seriously hurt or unconscious.

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>

## **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 various lengths of time, depending on the type of data, full details of Retention Periods can be found in our Records Management Policy.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority, North Tyneside Council
- the Department for Education (DfE)
- on occasion we may need to share information with the Police
- In order to support the School Nursing Service with the delivery of local and national health initiatives for children, e.g. health screening and child immunisation programmes, the school will share information with the North Tyneside NHS. This will include the name, date of birth, address and school attended.
- we may need to share information if there is an emergency, for example, if you are hurt whilst on school premises.
- Cloud-based software
  - Capita SIMS for storing pupil information
  - See-Saw for access to online resources
  - Class Dojo – positive behaviour reward system
  - Emerge – Class registration system
  - Google drive – pupil information – internal use only

## 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 Mrs Lilico, Headteacher c/o the School Office.

Email: [stephensonmemorial.primary@northtyneside.gov.uk](mailto:stephensonmemorial.primary@northtyneside.gov.uk) Tel: 0191 2007365

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: Mrs Lilico, Headteacher on 0191 2007365