



Privacy Notice for Pupils

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Signed: _____ Date: _____

(Chair of Governors/Chair of Responsible Committee)

Privacy Notice for Pupils

Twyford C of E School collects data and information about our pupils so that we can run effectively as a school.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. The school is the 'data controller' for the purposes of data protection law. We collect and hold personal information from you about your child and may receive information about your child from any previous school attended, the Local Authority, the Department for Education and the Learning Records Service.

Our Data Protection Officer's contact details are below:

Nicola Cook

DPO Solutions for Schools Ltd 01296 658502

nicola@schoolsdp.com <https://schoolsdp.com>

The categories of pupil information that we process

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal identifiers and contact details such as name, contact details, address, date of birth, unique pupil number, identification documents
- Results of internal assessments and externally set assessments, such as Key Stage 1 results, Phonics Screening results and EYFS results
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or Special Educational Needs
- Exclusion information
- Details of any medical conditions and medicine administration e.g. doctor's information, child health, dental health, allergies, medication and dietary requirements
- Attendance information such as sessions attended, number of absences, absence reasons and any previous schools attended
- Safeguarding information such as court orders and professional involvement
- Details of any support received, including care packages, plans and support providers
- Behaviour information
- Catering and Free School Meal management
- Consent for visits, trips and activities

- Photographs
- Catering and free school meal management

Why we collect and use pupil information

We collect and use pupil information for the following purposes.

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To keep children safe [e.g food allergies, emergency contact details]
- To assess the quality of our services
- To administer school admissions
- To meet the statutory duties placed upon us for DfE data collections
- To comply with the law regarding data sharing
- To communicate with parents/carers

Our legal basis for using this data

We collect and use pupil information under the General Data Protection Regulations 2018; particularly under Article 6 and also Article 9, where the information is collected and used because it is required in order to carry out the task of educating and ensuring the welfare of our pupils.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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. Where appropriate, we will ask parents for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of pupils on our website or on social media to promote school activities or if we want to ask your permission to use your information for marketing purposes. Parents/pupils may withdraw consent at any time.

Collecting this information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. 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. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We hold the majority of data for our pupils until they leave our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

We follow DfE guidelines on the retention and storage of data. All pupil data is stored securely and transferred/disposed of securely as required.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share pupil information with:

- Schools that pupils attend after leaving us
- Our local authority Buckinghamshire County Council
- Professional advisers and consultants
- Professional bodies
- The Department of Education (DfE)

- Educators and examining bodies
- Our regulator (Ofsted)
- The pupil's family and representatives
- The police and law enforcement agencies
- NHS health professionals including the school nurse and educational psychologists
- Education Welfare Officers
- Courts, if ordered to do so
- The National College for Teaching and Learning
- Prevent teams in accordance with the Prevent Duty on schools
- School governors
- Our auditors
- The Oxford Diocesan Board of Education for the purposes of receiving educational support
- Suppliers and service providers to enable them to provide the service for which we have contracted them
- Central and local government
- Our insurance providers/the Risk Protection Arrangement
- Health and Social Welfare organisations
- Charities and voluntary organisations

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data.

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:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Examples for Assessment and Reporting Arrangements.
- EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772)
- KS1 (including phonics) - section 87 of the Education Act 2002. Article 9 of The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 20042

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](#).

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>.

To contact the DfE: <https://www.gov.uk/contact-dfe>

How the Government uses the 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, end of Key Stage assessment results and 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)

National Pupil Database

Much of the data about pupils in England is 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.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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>

The Department has robust processes in place to ensure the confidentiality of the data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the 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.

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

Parents' and pupils' rights regarding personal data

Individuals have the right to request access to information about them that we hold ("Subject Access Request") to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12) or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our data protection officer.

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed
- Claim compensation for damages caused by breach of the data protection regulations

To exercise any of these rights then please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively you can make a complaint to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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

Judith Bloomfield
Headteacher
Twyford C of E School
Church Street
Twyford
MK18 4EU

Tel: 01296 730305

Email: office@twyford.bucks.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.