

Dear Parent/Carer

Changes to data protection regulations came into force on 25<sup>th</sup> May 2018. This is known as the EU's General Data Protection Regulation (GDPR). These changes will affect everyone, and every organisation in some way. Nothing is changing about your child's current personal data or how it is processed.

We advise you of the following changes:

## Privacy Notice

The new data protection regulations – GDPR aim to strengthen the protection of personal data in light of certain technological changes since the Original Data Protection directive in 1995.

### How we use information

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

- Personal information (such as name, date of birth, copy of birth certificate, unique pupil number and address, parent/carers details from contact and Registration forms)
- Educational History (previous schools or nurseries)
- Characteristics (such as gender, religion, ethnicity, language, nationality, country of birth and free school meal eligibility)
- Parent/Carer school meals information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special Educational Needs information
- Exclusions
- Behavioural information

### Why we collect and use this information

We use the data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care and guidance
- 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 Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect in May 25 2018 including Article 6 'undertaking legal obligations and public tasks' and Article 9 'protecting vital interests'.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### Collecting information

While the majority of information you provide is required under Data Protection, we will inform you if you have a choice in this.

### Storing data

In all cases we adhere to the Local Authority data retention policy.

### Who we share information with

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority (LA)
- The Department for Education (DfE)
- NHS/school nurse team
- Third party professional services e.g. Social Services, Educational Psychologist, school photographer

### Why we share 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. 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 the school office

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:

**Our Data Protection Officer will be Judicium Education**