



BADSWORTH
CofE School

Creating an environment in which we 'CARE'

Consider and respect everyone as Jesus taught us.

Privacy Notice (How we use pupil information)

May, 2021

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Educational Visits (such as risk assessments, dietary requirements and medical requirements)

Why we collect and use pupil information

- to support pupil learning
- to monitor and report on pupil progress
- to monitor appropriate pastoral care-to safeguard your child

As a school setting we have lawful purposes for collecting pupil information. These are:

- consent (such as school visits, photographic images, contact details for emails and text messaging service)
- contract (such as learning contract, Pupil ICT Agreement)
- legal obligation (such as submitting data to LA, safeguarding)
- vital interests (such as informing GP, SEND Advisors)
- public interest (such as educating your child)

Our lawful purposes are:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016 • Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' / students' interests, include:

- School visits
- Extra-curricular activities

In addition, we process data from Article 9 where data processed is concerning any special category data:

- Processing of personal data revealing ethnic origin or Free School Meals
- conditions of processing is necessary to protect the vital interests of the data subject e.g sharing information with Educational Special Needs Support.
- processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems
- processing is necessary in order to safeguard a child e.g sharing information for a CIN/CLA category.

How we collect pupil information

We collect pupil information via a range of sources including registration forms at the start of the school year, LA School Admission Forms, Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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.

How we store pupil data

We hold pupil data securely for the amount of time your child is at our school. For more information on our data retention schedule and how we keep your data safe, please see registration form and permission forms (see parent handbook).

We only keep information for as long as we need to or for as long as the law requires us to. Most of the information we have about our pupils and students will be in their individual pupil/student file. We usually keep these until a pupil moves school, in which case we send the file to their new school, or in Safeguarding issues until their 25th birthday.

Who we share pupil information with

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS Bodies

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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulators e.g. LA, SIAMS, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations if acting in school in a professional capacity
- Police forces, courts, tribunals
- Professional bodies

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. This is the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

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)

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

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:

Mr. Michael Walker,
Ackworth Howard (VC) J&I School,
01977 612124

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:

Mr. Michael Walker,
Ackworth Howard (VC) J&I School,
01977 612124