



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

This notice is to help you understand **how** and **why** we collect personal information about our pupils and their families and **what** we do with that information. Personal information is information that identifies an individual and relates to that person. This includes paper records and photographs and videos.

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

- Personal information (such as name, unique pupil number, address, photograph, the names and contact details of parents and friends/family members to be contacted in an emergency)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion, dietary requirements, pupil premium eligibility and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment information (in year and end of key stage assessment scores/grades)
- Relevant medical information
- Special educational needs information (such as provision, needs, placements, payments, medical information, care information)
- School history (such as school name, dates attended)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information
- Exclusions information (such as start date, number of days, category, reason and correspondence to parents)

### **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 safeguard pupils
- to provide catering
- to record any payments that you make to us

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

We collect and use pupil information under the Education Act 1996. We also comply with Article 6 (1)(a), (c), (d) and (e) and Article 9 (2) of the General Data Protection Regulation. Most of the information that we collect is required by us to comply with our legal obligations, to protect your child in the case of an emergency and to enable us to deliver teaching and learning to your child which is carried out in the public interest. Sometimes we will ask to collect information which is not covered by these requirements and then we will ask for your consent.

### **Collecting pupil information**

We collect information from parents and carers. We also receive information from:

- the previous school that a child has attended
- our local authority
- the Department for Education (DfE)
- the police

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 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. The main method that we use to collect data from parents about your child is through the Starter Booklet which gives more information about why data is being collected, the lawful basis for doing so, with whom the data is shared and when we require your consent.

## **Storing pupil data**

We hold pupil data for as long as necessary in order to educate and care for your child. We need to retain some information after your child has left the school, in line with the Retention Guidelines published by the Information and Records Management Society.

## **Who we share pupil information with**

We routinely share pupil information with:

- the school that the pupil attends after leaving us
- our local authority, Portsmouth City Council
- other local authorities if they have responsibility for a child who has Special Educational Needs or is a Looked After Child
- the Department for Education (DfE)
- daily attendance will be shared with Portsmouth Local Authority's commissioned service called 'Welfare Call Ltd' for all Portsmouth Looked After Children attending this school
- school nurses
- our school caterers and our school milk providers
- our school photographer, Cardwell & Simons. (Photographs of pupils are held on the school's pupil record so that school staff can identify your child. The school photographer will also, with your consent, provide a service where you can purchase individual or group photographs of your child.)

The school uses software provided by a range of suppliers to support pupils' learning and in the management of the school and pupil data is held in these systems.

## **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.

We use a range of apps in school to enhance your child's learning. These apps are used in the classroom and some can be used at home to further support homework tasks. We also use software to assess progress, to report to you about your child and to manage the school.

We also like to celebrate our pupil's achievements, with your consent, in displays around the school, in our weekly newsletter, on the school website, on the school's Facebook page and in the local media. For details of the software that is currently being used, please refer to the school website.

## **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>

## **Sending information to other countries**

We send information to countries that do not have the same level of data protection as the UK. For example, we may store information on cloud computer storage based overseas or you may ask us to send pupil records to a new school in a different country.

## 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 the School Office.

If you would like more information about how our local authority collects and uses your information, please see the [Portsmouth City Council Data Protection Privacy Notice](#).

The school's Data Protection Officer is Craig Stilwell, Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE – tel: 0203 326 9174, e-mail [dataservices@judicium.com](mailto:dataservices@judicium.com) .