

SIR JOHN BARROW SCHOOL Privacy Notice (How we use Pupil Information)

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, country of birth, 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)
- Educational Health Care Plans (EHCP)
- Attendance (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1, key stage 2 and phonics results, PE Tracking)
- Behavioural information (such as behaviour plans, exclusions and any relevant alternative provision put in place)
- Risk Assessments
- Critical Incident & Recovery Plan
- Pupil Emergency Evacuation plan
- Photographs and video that demonstrate progress, learning activities and events
- EYFS Personal Care Plan

This list is not exhaustive, to access the current list of categories of information we process please visit our website: www.sjbarrow.cumbria.sch.uk (Policy Section)

Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements

We collect and use the pupil information, for the following purposes:

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

The lawful basis on which we use this information

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

Article 6a – Consent to processing data for one or more specific purpose

Article 6c - Compliance with legal obligations, which the controller is subject to

Article 6d – in order to protect the vital interests of the data subject or of a natural living person

We also collect and process data under Article 9 – Processing of special categories of personal data

- Where we have explicit consent
- To protect vital interests of the data subject

Collecting pupil information

We collect pupil information via Admissions forms, common transfer form (CTF) from previous school, **Parental Consent Form for Trips, Images and Pain Relief and Home School Agreements**. Our school website www.sjbarrow.cumbria.sch.uk uses one standard cookie to record ISP addresses to help users effectively navigate our school website. It also has some cookies from the Twitter and Google plugins which are covered by their respective company policies.

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.

Storing pupil data

We hold pupil data securely for the set amount of time in accordance with The Information and Records Management Society (IRMS) Toolkit. We will properly dispose of any data at the end of the specified timeframe.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- information for trip/events outside of school grounds
- Social Services
- NHS, Health Professionals and School Nurse
- Text and email service
- Online banking service
- Catering providers

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.

We share pupils' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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.

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](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:

- The Schools Admission Code, including conducting Fair Access Panels.

Requesting access to your personal data

Under GDPR, 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 Sharon Jordan, Data Protection Officer Assistant, or Mr Matthew Connell, Data Protection Officer.

Depending on the lawful basis above, you may 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, we request that you raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 8th June 2020.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Sharon Jordan, Data Protection Officer Assistant, or Mr Matthew Connell, Data Protection Officer.

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, Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy

Data Collection requirements

To find out more about the data collection requirements placed on use 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)

Much of the data about pupils in England goes on to be 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.

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.

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 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/df-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they are holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you about the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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