



St John the Baptist CE VA Primary School Pebmarsh

Privacy Notice (How we use pupil information)

This information is aimed at giving parents an insight into how information about pupils is used at St John the Baptist CE VA Primary School, Pebmarsh. The School is committed to protecting your privacy. Please follow the links below to the areas where we may collect your data, where a service specific privacy notice will provide further information regarding who we may share your information with and why.

What is Personal Data?

Personal data means data which relates to a living individual who can be identified from that data, or from that data and other information which is in the possession of, or is likely to come into the possession of St John the Baptist CE VA Primary School.

What Level of Personal Data is used?

Where necessary St John the Baptist processes personal data to deliver our services effectively; where possible, the data that we process will be anonymised or pseudonymised. We collect information from you, and may receive information about you from your previous school.

Why we use personal information?

We hold this personal data and use it to:

- Record statutory information such as admission registers and attendance records
- support teaching and learning including EYFS 'Tapestry'
- monitor and report on pupil progress
- provide appropriate pastoral and medical care and implementing safeguarding mechanisms
- assess how well the school is doing.
- facilitate information sharing e.g. texts, emails, school meal orders and payments
- comply with the law regarding data sharing

This information includes your contact details, national curriculum assessment results, attendance information (for pupils of statutory school age) and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

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.

How long do we keep your personal information?

We keep personal information about pupils while they are attending 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. Our processes for retention and deletion follow the Information Records Management Service, the documentation for this can be found at [Information and Records Management Society's toolkit for schools](#) this sets out how long we keep information about pupils.

You have the right to request that St John the Baptist CE VA Primary School stop processing your personal data in relation to any service. However, if this request is approved this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

How do we keep information secure?

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.

Our security includes:

- Encryption which allows information to be hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or cypher. The hidden information is said to be encrypted.
- Pseudonymisation which allows us to hide parts of your personal information from view so only we can see it. This means that someone outside of ECC could work on your information for us without ever knowing it was yours.
- Controlling access to systems and networks (password protection) which allows us to stop people who are not allowed to view your personal information from getting access to it.
- Training for our staff to allow us to make them aware of how to handle information and how and when to report when something goes wrong.
- Ways for us to access your information should something go wrong and our systems not work, including how we manage your information in event of an emergency or disaster.
- Regular testing of our technology and processes including keeping up to date on the latest security updates

Who do we share pupil information with?

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 sharing with the DfE underpins school funding and educational attainment policy and monitoring. We are also required to share information with

NHS School Nurses, and schools that the pupil's attend after leaving us.

We use a few commercial companies and partners to either store personal information or to manage it on our behalf .i.e. 'My Maths online learning platform. Where we have these arrangements there is always a contract, memorandum of understanding or information sharing protocol in place to ensure that the organisation complies with data protection law. Arrangements involving sensitive personal data will have been formally assessed in more detail for their compliance with the law.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. Sometimes we have a legal duty to give information about people.

This is often because we must give that information to courts, including:

- when a child is taken into care;
- court orders; and
- cases under mental health law.

We may also share your personal information when we feel there is a good reason that is more important than protecting your confidentiality. This does not happen often, but we may share your information:

- For the detection and prevention of crime/fraudulent activity; or
- if there are serious risks to pupils, our staff or to other professionals;
- to protect a child;

The law does not allow us to share your information without your permission, unless there is proof that someone is at risk.

When using personal data for research purposes, the data will be anonymised to avoid the identification of an individual, unless consent has been given for the use of the personal data.

We do not sell personal information to any other organisation for the purposes of direct marketing.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 Manager or Headteacher

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, 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/>

Where can I get advice?

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk.

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- [http://www.essex.gov.uk/](http://www.essex.gov.uk) and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data.

Contact:

If you would like to discuss anything in this privacy notice, please contact: **data protection officer:**

- [Tania Dynowska c/o Notley High School & Braintree Sixth Form, 01376 556365 or DPO@nematrust.com](mailto:Tania.Dynowska@nematrust.com)