



Courtney Primary School
Nurture, Inspire, Flourish.

Privacy Notice

Working together to develop lifelong learners with a strong sense of self who are active participants in their communities.

This version dated	Summary of changes	Next review date
January 2023	New policy	Jan 2025

Privacy Notice (How we use pupil information)

Since 25 May 2018 a new data privacy law has been implemented in the UK. We are updating our Privacy Notice which advises how we use and protect your information. We won't be changing the ways we use your personal information but the updated notice will provide you with additional or amended details.

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 phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

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

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

- 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 by the Department for Education

The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

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

Collecting pupil information

We collect pupil information via admission forms, medical forms or records supplied by parents/carers or medical professionals, change of contact details 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 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Who we share pupil information with

We routinely share pupil information with:

- Schools that pupils attend after leaving us
 - The Local Authority (South Glos. Council)
 - The Department for Education (DfE)
 - Arbor Education, First Floor - Unit 16, The Westworks, White City Place, 195 Wood Lane, London W12 7FK
 - NHS Sirona Care & Health, Kingswood Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR. Tel: 01225 831400
 - Kingswood Hub, Alma Road, Kingswood, South Gloucestershire BS15 9TR. Tel: 01454 862433.
 - My Concern, One Team Logic, Escalus House, 1 Queen Mother Square, Poundbury DT1 3BL. Tel: 0330 660 0767
 - 2Simple Software, Enterprise House, 2 The Crest, Hendon, London NW4 2HN. Tel: 020 8203 1781
 - GL Education Group, Customer Services, Freepost London 16517, Swindon SN2 8BR, Tel: 0330 123 5375.
 - Target Tracker, EES for Schools, Seax House, Victoria Road South, Chelmsford, Essex CM1 1QH. Tel: 0345 2008600
 - Eduspot, Darker Street, Leicester LE1 4QA. Tel: 0207 237 8456
 - Frazer Portraits, The Broadway, Broadstone BH18 8DP
 - School Milk Services Ltd, Manor Farm, Collum Lane, Weston-super-Mare BS22 9JL. Tel. 01934 510950.
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- English Schools Football Association, 4 Parker Court, Staffordshire Technology Park, Stafford ST18 0WP. Tel: 01785 785970.
 - Signature Sports Coaching, 23 Callicroft Road, Patchway, Bristol BS34 5BU. Tel. 07889 943178
 - Times Tables Rock Stars Maths Circle LTD, Ossory Offices, Hazelwood Lane, Ampthill. MK45 2HF. Tel: 01234674123
 - Seesaw - 180 Montgomery Street, Suite 750, San Francisco, CA 94104

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.

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 at the end of this notice.

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. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

To make a request for your personal information, or be given access to your child's educational record, please contact Mrs Helen Phillips, Federation Business Manager, by e-mailing parkprimary@sgmail.org.uk.

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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the '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 updated February 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact Ms Helen Phillips Federation Business Manager by telephoning 01454 866536 or e-mail parkprimary@sgmail.org.uk.

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)

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)

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 NPD 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/dfe-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're 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 by 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>