St George's C of E School

A Voluntary Aided Church of England Primary School
The Hoskers, Westhoughton, Bolton BL5 2FB
Telephone: (01942) 813069
email: office@st-georges.bolton.sch.uk
Head Teacher: Mr Philip Ivory

GDPR PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES

How we use pupil information

Why do we collect and use pupil information?

We collect and use pupil information to enable us to run the school and provide education as permitted under Article 6(1)(e) of the General Data Processing Regulations which permits processing for tasks carried out in the public interest, or for our official functions and Article 9(2)(g) which permits processing of sensitive data that is necessary for reasons of substantial public interest. Under Section 537A of the Education Act 1996 we are also required to submit school census returns, including a set of named pupil records. Pupil information is collected and used for this purpose.

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

- Personal information i.e. name, unique pupil number and address
- Characteristics i.e. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information i.e. sessions attended, number of absences and absence reasons
- Exclusion information i.e. type of exclusion, date of exclusion, reason for exclusion
- Assessment information i.e. test results and teacher assessments
- Medical information i.e. information about medical conditions the school needs to take into account or allergy information and details of medical practitioners involved in the child's care
- Special educational needs information i.e. reports of assessments carried out in school or by outside professionals and records of interventions provided in school
- Exclusions/behavioural information
- Child protection and safeguarding information

Why we collect and use pupil 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 contact parents when we need to

The lawful basis on which we use this information

We collect and use pupil information under the lawful bases for processing set out in Article 6 and Article 9 of the GDPR:

- Consent: the individual has given clear consent to process their personal data for a specific purpose.
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Vital interests: the processing is necessary to protect someone's life.
- The data subject has given explicit consent.

ST GEORGE'S CE SCHOOL

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.

Storing pupil data

The length of time for which we hold pupil data varies according to the type of data. More information can be found in our Information Management Policy available from school and can be found on our website at www.st-georges.bolton.sch.uk

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health and other professionals working with specific pupils
- School nurse
- Professional advisors and consultants
- Police forces and courts
- Professional bodies

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.

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.

Over-claiming hours

In the case of over-claiming hours, we may need to share the names of the childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered as attending.

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:

- Mrs Finch at office@st-georges.bolton.sch.uk or 01942 813069

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/

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- The school business manager on 01942 813069

If you cannot access these websites, please contact the LA on:

- Information Management Unit,
  Department of People, Bolton Council
  1st Floor, Town Hall, Bolton, BL1 1UA
  website: www.bolton.gov.uk
  email: ec.imu@bolton.gov.uk