

Crowton Christ Church C.E. Primary School: Privacy Notice **(How we use pupil information)**



Under the data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

Contact

If you wish to discuss anything or have any questions in relation to this privacy notice, require advice about the school's data protection procedures, or wish to alert us to any issues you may have in the way we may handle your or your child's information please contact:

Miss Lauren Hill

Email: head@crowton.cheshire.sch.uk

Tel: 01928 788230

If you prefer, you may contact the School's independent Data Protection Officer direct at:

Schools Data Protection Officer

Cheshire West and Chester Council,

3rd Floor,

Civic Way,

4 Civic Way,

Ellesmere Port,

CH65 0BE

Tel: 0300 123 8 123

Email: schoolDPO@cheshirewestandchester.gov.uk

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)

This list is not exhaustive, to access the current list of categories of information we process please contact the School Office.

Why we collect and use pupil information

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 for DfE data collections
- g) to enable communications between parents and school

We only collect and use pupil's personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupil's personal data in situations where;

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time. We will make it clear when we ask for consent, and also explain how it can be withdrawn. The lawful bases we rely on for processing pupil information is in accordance with the General Data Protection Regulation (GDPR).

Further details of this can be found on our website www.crowton.cheshire.sch.uk/ or by contacting Crowton Christ Church C.E. Primary School.

How we collect pupil information

We collect pupil information from registration forms at the point of admission, data collection sheets at the start of each school year, or from previous schools in the form of Common Transfer Files.

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.

How we store pupil data

We hold pupil data in a mix of paper based and electronic systems. This can also include third party systems, for example School Spider. We also use SIMS as the school's main information management system.

Personal information is retained whilst a pupil is 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. We retain pupil data securely for the set amount of time shown in our data retention schedule.

For more information on our data retention schedule and how we keep your data safe, please visit www.crowton.cheshire.sch.uk/

Who we share pupil information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- School Nurse (NHS)

Why we regularly share pupil information

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.

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 **Lauren Hill (Headteacher) Crowton Christ Church C.E. Primary School**.

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
- 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, 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/>

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>

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

