



# Privacy Notice - Pupils

## How we use pupils' information

### Why do we collect and use pupil information?

We collect and use pupil information under the General Data Protection Regulations 2018. Particularly under Article 6, where the information is collected and used because it is required by our school in order to carry out the task of educating and ensuring the welfare of our pupils.

We also collect and use pupil information in order to help pupils with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents) during their time in our school.

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

- Personal information such as name, unique pupil number and address; parental information; emergency contact information
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Medical information such as name of GP, relevant medical conditions
- Attendance information such as sessions attended, number of absence, absence reasons
- Behavioural information (such as behaviour incidents, exclusions)
- Assessment information such as national curriculum assessments
- Special educational needs information
- Safeguarding information
- School history such as where pupils go when they leave us
- Photographs
- Data about your use of the school's IT systems

### Why we collect and use this information

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use pupil information to meet legal requirements and legitimate interests set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the school processes fulfils one of the following requirements from Article 6 of the GDPR:

- 1(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- 1(c) processing is necessary for compliance with a legal obligation to which the controller is subject.
- 1(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person.
- 1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- 2(g) the processing is necessary for reasons of substantial public interest.
- Where the above do not apply the school will seek consent for specific purposes in line with the following Article 6.1.a.
- 1(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

This will be done in writing and will clearly define any other uses of personal information and ask for consent for each and every use.

### **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**

We hold pupil data for the time pupils are in school and beyond as appropriate (see Records Management Policy).

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that pupil's attend after leaving us
- Local Authority
- Department for Education (DfE)
- School Nurse

We also provide pupil level personal data to third party organisations which supply services to us for which the provision of the data is essential for the service to be provided. Decisions on whether to release this data are subject to a robust approval process, including the arrangements in place to store and handle the data. We currently provide pupil level data for the following purposes:

- Systems integral to the delivery of core business services, for example, Scomis, Capita, 123comms ParentMail
- Systems integral to the operation of IT Services systems, for example, Google, Lightspeed
- Curriculum products, for example, Mathletics, Spellodrome, Junior Librarian

A full current list is available on request.

## Photographs

As part of our school activities, we may take photographs and record images of individuals within our school. We will obtain written consent from parents/carers, for photographs and videos to be taken of pupils for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to the parent/carer. Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our Child Protection Policy and our Acceptable User Policy for more information on our use of photographs and videos.

## 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 and the 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>

## 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 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:

- Who is requesting the data
- Purpose for which it is required
- Level and sensitivity of data requested: and
- 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, please contact our Business Manager, Darrell Marchand by email at [admin.3145@woodstock.oxon.sch.uk](mailto:admin.3145@woodstock.oxon.sch.uk) or by calling the school office on 01993 812209.

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.
- 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:

Darrell Marchand, Business Manager  
Woodstock CE Primary School  
Shipton Road  
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