



Pupil Privacy Notice: How we use pupil information at Amberley Primary School

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

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

- Personal information and contacts (e.g. Name, address, postcode, contact details and unique pupil number)
- Characteristics information (e.g. Gender, ethnicity, language and eligibility for free school meals)
- Safeguarding information (e.g. Child protection information, court orders and professional involvement)
- Special educational needs and disabilities (SEND) information – e.g. any needs you have
- Medical and administration (e.g. Doctors' information, your health, allergies, medication and dietary requirements)
- Attendance (e.g. Sessions attended, number of absences, reasons for absences and any previous schools you have attended)
- Assessment and attainment (e.g. Any relevant test and exam results)
- Behavioural information (e.g. Exclusions and any relevant alternative provision put in place)

Why we collect and use this information

We only collect your information when we have good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning;
- To monitor and report on pupil attainment and progress;
- To provide appropriate pastoral care, safeguard the welfare and wellbeing of all pupils;
- To assess the quality of our services;
- To keep pupils safe;
- To meet legal duties placed on us by the government.

Under the GDPR, the legal basis / bases we rely on for processing personal information for general purposes are:

- For the purposes of supporting pupil learning, in accordance with the legal basis of legal obligation, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996.
- For special category data, we also rely on the following conditions under Article 9 of the UK GDPR.

How do we collect your information

We collect your personal information via the following methods:

- Data Collection / Registration Forms
- Common Transfer File (CTF) from your previous school
- Child Protection plans

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order for us to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice.

How do we store your information

We hold your education records securely in line with retention guidelines until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are destroyed securely.

Who we share this information with

We routinely share your information with:

- The LA (Local Authority)
- The DfE (Department for Education)
- Schools that you go to after leaving us
- On occasion, we may need to share information with the police
- In order to support the School Nursing Service with the delivery of local and national health initiatives for children e.g. health screening and child immunisation programmes then the school will share information with the North Tyneside NHS. This will include the name, date of birth, address and school attending.
- We may need to share information if there is an emergency, for example, you are hurt whilst on the school premises
- Cloud based software

Why do we share your information

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We share pupil data with the DfE on a statutory basis. The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections under:

- Section 3 of The Education (Information about Pupils) (England) regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, visit <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 NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the DfE

The Department for Education (DfE) is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data;
- For a description of the data it holds for you;
- The reasons it is holding your data and any recipient it may be disclosed to;
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:

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

What are your rights

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you;
- Restrict our processing of your personal data e.g. permitting its storage but no further processing;
- Object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics;

- Have your personal data rectified if it is inaccurate or incomplete;
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you;
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing;
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we hold about you, please contact Mrs R Dickie (Data Protection Lead – School) at office@amberleyprimary.co.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the School's Data Protection Lead in the first instance.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Mrs R Dickie (Data Protection Lead – School) at office@amberleyprimary.co.uk

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 1st September 2024.

How can you find out more information

If you would like to discuss anything in this privacy notice, please contact Mrs R Dickie (Data Protection Lead – School) at office@amberleyprimary.co.uk