

## **Calthwaite School Privacy Notice (How we use pupil information)**

**We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or Department for Education.**

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as academic records, test results, progress data)
- Medical information (such as allergies, medical conditions, records or accidents)
- Special needs information (such as information regarding individual difficulties, education plans)
- Behaviour records (such as records of incidents, exclusions)

### **Why we collect and use this 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

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

We collect and use pupil information under:

- Condition 6(1)(c)-necessary for compliance with a legal obligation
- Condition 6(1)(b)-necessary for performance of contract with the data subject
- Condition 6(1)(e)-necessary for the performance of a task carried out in the public interest or in exercise of official authority vested in the controller.
- Condition 6(1)(a)-consent for specific purposes
- Article 9.2(a)Explicit consent for specific purposes
- Condition 9(2)(c)-necessary to protect the interests of a data subject
- Condition 9(2)(h)-providing health care or management of health care systems

### **Collecting pupil information**

Whilst the majority of pupil information you provide 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**

All pupil records will be kept securely at all times. Paper records will be kept in lockable storage and all data stored electronically will have appropriate levels of security. We hold pupil data for up to 25 years depending on the category of data.

## **Who 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 of Education(DfE)
- Cumbria NHS schools
- Educational visits venues such as St Johns in the Vale
- Barnardo's
- Kym Allan Health & Safety Consultants Limited
- First Class Kids Nursery, Calthwaite
- Pat Ivinson childminder.
- Connexions

## **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>

## **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 what 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 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 more 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 Mr J Harvey, Calthwaite School, Penrith, Cumbria, CA11 9QT.

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 automatic 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, 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 Mrs D Medling, Calthwaite C E School, Calthwaite, Penrith, CA11 9QT.