

Calthwaite School Privacy Notice for Pupils and Their Families

We collect and hold personal information relating to our pupils and their families 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 and country of birth)
- 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 enable and support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to meet statutory duties placed upon us for DfE data collections

The lawful bases we use to process this information are as follows

to enable and support pupil learning

- 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

to monitor and report on pupil progress

- 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

to provide appropriate pastoral care

- 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
- The processing is necessary for compliance with any legal obligations to which the data controller is subject

to assess the quality of our services

- 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

to meet statutory duties placed upon us for DfE data collections

- The processing is necessary for compliance with any legal obligations to which the data controller is subject

For the processing of any special category data, for example information relating to health, ethnic origin or religion the lawful bases that we use are:

- the data subject has given his explicit consent to the processing of the personal data for one or more specified purposes
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law
- processing is necessary to protect the vital interests of the data subject or another natural person where the data subject is physically or legally incapable of giving consent

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 United Kingdom 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.

If you have a choice, we will ask for your consent as the lawful basis for processing personal data. If you give it, you have the right to withdraw this consent at any time. If withdrawal of consent means that a child will have restricted access to activities we will explain this at the time.

We may occasionally use our legitimate interests as the lawful basis for processing personal data and will tell you what this interest is when we collect it. You have the right to object to this.

We collect pupil information via pupil registration forms completed by parents, Common Transfer File (CTF) or secure file transfer from previous schools and from the Local Authority Admissions Team.

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. For information on how long we keep records please see our retention schedule

https://www.calthwaite.cumbria.sch.uk/uploads/1185/Retention_schedule.pdf.html

Why we share pupil information

We sometimes share your personal data with trusted third parties. These are listed below.

When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

Name of company/organisation	The service they perform for us
Connexions	IT/web site hosting
Connexions	IT/web maintenance
Schools.ICTSupport@cumberland.gov.uk	Email
Connexions	Telephone (land line)
n/a	Mobile
Tempest	School Photographer
In house	Provision of school meals
Lancashire confidential shredding	Confidential waste disposal
Various providers. You will be given more information at the booking stage	Provision of venues and activities for residential and day trips
Various agencies. You will be given more information if this is required	Parental and pupil support
Specialist peripatetic teachers. You will be given more information as required	Provision of additional lessons i.e. for a particular sport or musical instrument

We will never sell or distribute your personal information to any other third parties or make it public unless we have a legal obligation to do so.

We have a legal obligation to routinely share pupil information with:

- schools that the pupils attend after leaving us;
- our local authority;
- the Department for Education (DfE).

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 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 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 following rights:

- To be informed about the collection and use of your personal data. We do this by providing you with this privacy notice.
- To object to processing of personal data that is likely to cause, or is causing, damage or distress. You have the right to object to the processing of your personal data in certain circumstances where we rely on Public Task or Legitimate Interest for our lawful basis. You can make an objection verbally or in writing. An individual must give specific reasons why they are objecting to the processing of their data.
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address and we will promptly record your request and amend our records if appropriate.
- The right to erasure. This is also known as ‘the right to be forgotten’. You can make this request verbally or in writing. This right only applies in certain circumstances.
- The right to restrict processing. This right only applies in certain circumstances. If we agree to restrict your personal data for one or more purposes we will store it but not use it.
- The right to data portability. This allows you to obtain and re-use your personal data for your own purposes across different services. If you would like us to transfer your personal data electronically, we will do this. It only applies to information you have given us, which we hold electronically and where the School is the data controller.
- Claim compensation for damages caused by a breach of the data protection regulations.
- Rights in relation to marketing, automated decision making and profiling. The School does not use any of your personal data to send you marketing emails, make automated decisions or to create a profile of you.

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 L Stevens or our Data Protection Officer, Mrs Catherine Hunt, Calthwaite C E School, Calthwaite, Penrith, CA11 9QT.

Tel. 01678 885277

Email: admin@calthwaite.cumbria.sch.uk