



## How we use Pupil Information

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

- Personal information (such as name, date of birth, unique pupil number and address, parental contact details);
- 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 test results and assessment information)
- Medical information (such as vaccinations, illnesses, medical conditions)
- Special educational needs information.
- Behavioural information (exclusions, detentions, sanctions)
- Photos, videos and sound recordings.
- Financial information (dinner money, trip money)

### 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 the following articles from the General Data Protection Regulation 2016:

1. Article 6.1(c) - Processing is necessary for compliance with a legal obligation to which the school is subject;
2. Article 6.1(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 school;
3. Article 6.1(b) – Processing is necessary for the performance of a contract to which the data subject (or their representative) is party or in order to take steps at the request of the data subject (or their representative) prior to entering into a contract;
4. Article 6.1(d) - Processing is necessary in order to protect the vital interests of the data subject or of another natural person; and
5. Article 6.1(a) - The data subject (or their representative) has given consent to the processing of his or her personal data for one or more specific purposes.

In relation to Special categories of personal data, we collect and use pupil information under:

1. Article 9.2(g) – Processing necessary for reasons of substantial public interest, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and interests of the data subject.
2. Article 9.2(c) – Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and
3. Article 9.2(a) – The data subject (or their representative) has given explicit consent to the processing of those personal data for one or more purposes.

## 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. Pupil Information will only be collected in school time i.e. parent's evenings

## Storing pupil data

As a maintained school we hold school pupil data for a specified amount of time in accordance with the Cumbria County Council Records Retention and Disposal Schedule Version 3.0 1st August 2011.

## We routinely share pupil information with:

- Schools that the pupils attend after leaving us;
- Our local authority and Sunderland County Council for our school trip approval system
- The Department for Education (DfE).
- NHS
- Police
- Social Services and Children's Services
- Barnardos and other providers of the services Barnardos provide
- Photos will be shared on the school website

## 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 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 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

[admin@beckstone.cumbria.sch.uk](mailto:admin@beckstone.cumbria.sch.uk)

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
- 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:

The School Office, Beckstone Primary School, Eadie Street, Harrington, Workington, Cumbria, CA14 5PX.

Tel: 01946 830423 or the school's Data Protection Officer Mrs Kate Mahone care of the School Office.