

## **GDPR Privacy Notice (How we use pupil information)**

Leigh and Bransford Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Stuart Bill acts as the data controller in school and can be contacted on 01886 832342 or [office@leighbransford.worcs.sch.uk](mailto:office@leighbransford.worcs.sch.uk) .

In some cases your data will be outsourced to a third party processor, however, this will only be done with your consent, unless the law requires school to share your data. Where the school outsources your data to a third party processor, the same data protection standards that the school upholds are imposed on the processor.

### **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)
- Relevant medical information
- Assessment information
- Special educational needs/behavioural information
- Safeguarding information

Whilst the majority of the information that you provide to school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **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
- to safeguard pupils

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

The school holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, LA

and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Articles 6 and 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils)(England) Regulations 2013

## How long is your data stored for?

Personal data relating to pupils at the school and their families is stored in line with the General Data Protection Regulations.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected.

## Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil database (NPD) is managed by the DfE and contains information about pupils in schools in England. Leigh and Bransford Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored on the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

To find out more about the NPD, go to

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

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>

The school will not share your personal data with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destination upon leaving the school
- The LA
- The NHS
- The DfE

In addition the school shares contact information with Eduspot who provide Teachers2Parents, the school's texting service. Eduspot are registered with the Information Commissioner and guarantees that all information held will be stored in line with GDPR and will not be shared with any other organisation.

## What are your rights

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data
- Request access to the personal data that the school holds
- Request your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have any concern about the way Leigh and Bransford Primary School and/or the DfE is collecting or using your data, you can raise a concern with us in the first instance.

Alternatively you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on <https://ico.org.uk/concerns/>

## 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 Christine Thomas on 01886 832342 or via [office@leighbransford.worcs.sch.uk](mailto:office@leighbransford.worcs.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

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the school office.