



Our Privacy Notice: Pupil Information

This privacy notice tells you what to expect when we collect personal information about our pupils.

1. The information we collect about our pupils include:

- personal information (such as name, unique pupil number and address)
- biometric information (such as facial images and fingerprints)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance (such as sessions attended, number of absences and absence reasons)
- assessment information, including examination results
- relevant medical information, including allergies and medication
- special educational needs information
- exclusions and behavioural information
- financial information (such as eligibility to receive bursary funding)

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

2. We need to collect this information so we can:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with laws regarding data sharing
- communicate with our pupils and parents/carers
- provide catering and payment services
- provide library, ICT and information services
- process admissions
- maintain pupil records
- support behaviour management
- assess eligibility for bursaries and grants
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes
- respond to complaints, grievances and discipline investigations

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.

3. Record retention

We have a record retention schedule which sets out how long we keep pupil information for. This is available on our website in the Policies section found in the Parents tab. To request a printed copy please email us at admin@appledoreprimary.co.uk

4. Our legal basis for processing personal information

We will only process your information where we have a lawful reason to do so. In most cases, this will be where it is necessary for us to perform a task in the public interest or exercise our official duties. There may be other times when we need to collect, share or use 'special' data (eg health or biometric data (photographs and fingerprints) about you, in which case we may do so where we are performing our official duties and:

- we have your explicit consent; or
- it is necessary for social protection purposes (eg safeguarding of individuals at risk; protection from unlawful acts; prevention against fraud); or
- we need to comply with a legal obligation under an Act of law (eg The Education Act 1996; Children Act 2004)

5. Who we share personal information with

We do not share our pupil information with anyone unless we have consent or the law or our policies allow us to do so. We regularly share our information with the following, so we can carry out our official duties as a school:

- the Department for Education (DfE) and our local authority (under section 3 of The Education Information About Individual Pupils, England Regulations 2013)
- schools that the pupil attends after leaving us
- examination boards and moderators
- National Health Service (NHS) and school nursing team
- catering and trip payment service providers
- service providers to enable pupil access to learning services

To find out more about the data collection and sharing requirements placed on us by the DfE (eg in relation to the school census) go to <https://www.gov.uk/education/data-collection-and-censusesfor-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-supportinginformation>

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/guidance/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:

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

To contact DfE visit:

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

6. 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, please write to us at admin@appledoreprimary.co.uk. Please note, keeping your information secure is our top priority, therefore you may be asked to provide identification of yourself before we can release any records to you.

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 General Data Protection

Regulations

If you would like to exercise any of these rights, please write to us at: admin@appledore-primary.devon.sch.uk

Contact Us

If you would like to discuss anything in this privacy notice or if you have concerns about the way we are collecting or using your personal data please our Data Protection Officer, Michelle Avery, at admin@appledoreprimary.co.uk. Alternatively, you can contact the Information Commissioner's Office at: <https://ico.org.uk/concerns>