

# Conisbrough Ivanhoe Primary Academy



## PRIVACY NOTICE PUPIL INFORMATION

# Privacy Notice

## (How we use pupil information)

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

- Personal information (such as name, unique pupil number, address, parents details, identification documents, safeguarding and contact information)
- 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 including results of curricular records internal tests, and external examinations
- Medical information including physical and mental health details, accidents, and medication requirements.
- Special Education Needs Information including the needs of individual children, multi-agency reports, diagnosis results and Special Educational Needs Plans
- Exclusions (such as dates, reasons, length, and type)
- Behavioural information (data relating to unacceptable behaviour)

### 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 and protect the welfare of pupils
- administer pupil admissions
- carry out research
- to assess the quality of our services
- to comply with the law regarding data sharing

- to provide appropriate safeguarding for pupils
- to carry out financial transactions

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

We collect and use pupil information under the following lawful basis for the purposes of GDPR:

Article 6 (1) (c) – Processing is necessary for compliance with a legal obligation to which the controller is subject. The School has many legal obligations and it is necessary to process data to comply with those obligations or carry out their task of providing education.

Article 6 (1) (d) – Processing is necessary to protect the vital interests of a data subject or another person.

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 controller. Examples would be: registration and attendance, achievement records, payment of school meals, informing parents of behavioural issues or whether the school is closed because of severe weather conditions.

Article 9 (2) (g) – Processing is necessary for reasons of substantial public interest, which is proportionate to the aim pursued and is undertaken with suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **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.

## **Storing pupil data**

We hold pupil data for a minimum of seven years after the pupil has left school or until the pupil has reached the age of 25 years, whichever is appropriate.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority and neighbouring local authority
- the Department for Education (DfE)
- NHS (including school nurses, speech therapists)
- School meal and milk providers

- Professional bodies
- Police forces, courts, tribunals, advisers and consultants
- Educators and examining bodies

## 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 the (DfE) under regulation 5 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/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 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 our

School Business Manager

Conisbrough Ivanhoe Primary Academy, Old Road, Conisbrough, Doncaster, DN12 3LR.

Email address: [admin@ivanhoeprimary.co.uk](mailto:admin@ivanhoeprimary.co.uk)

Telephone: 01709 862307

Or our **Data Protection Officer**

Nikki Minnikin,

Data Sharing and Protection Officer – LOCYPS & Schools

Corporate Resources

Doncaster Council

Phone            01302 737978

Address        Floor 2, Civic Office, Waterdale, Doncaster, DN1 3BU.

E-mail            schooldataprotectionofficer@doncaster.gov.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 our:

School Business Manager

Conisbrough Ivanhoe Primary Academy, Old Road, Conisbrough, Doncaster, DN12 3LR.

Email address: [admin@ivanhoeprimary.co.uk](mailto:admin@ivanhoeprimary.co.uk)

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Or our **Data Protection Officer**

Nikki Minnikin,

Data Sharing and Protection Officer – LOCYPS & Schools

Corporate Resources

Doncaster Council

Phone            01302 737978

Address        Floor 2, Civic Office, Waterdale, Doncaster, DN1 3BU.

E-mail            schooldataprotectionofficer@doncaster.gov.uk