

Thurlbear CE VA Primary School Privacy Notice for Pupils

What is a Privacy Notice?

A new law is being made that keeps your information safe – things like your address and date of birth. The school and other people collect and use information for all kinds of reasons and the new law tells them exactly what they are allowed to do with your information. A privacy notice tells you exactly why and how we use your information.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

Data protection officer (DPO): This person makes sure we do everything the law says. The school's DPO is Mr Ian Gover

Data protection lead (DPL): This person is in charge of the information we collect. The school's DPL is Mrs J Moore.

Why do we collect and use your pupil information?

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Childrens Act 2014.

We are also required by law, to provide information about our pupils to the Department for Education (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 The National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

How we use your pupil data:

- to support your pupil learning
- to monitor and report on your pupil progress
- to provide you with appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of your 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)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

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. 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 your pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit. If you want to see this it can be found at:
https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who do we share your pupil information with?

We routinely share pupil information with:

- schools that you attend as a pupil after leaving us
- our local authority
- the Department for Education (DfE)
- The Health Authority
- External services that help support your learning such as Micro Librarian, Tapestry and I am Learning.
- External sports providers such as Pro Coaching, Golden Mile, AA Elite Coaching.

Requesting access to your personal data

Under data protection legislation, you and your parents have the right to request access to information we hold about you. To make a request for your personal information, or be given access to your child's educational record, contact the DPL who is Mrs J Moore jmoore@educ.somerset.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

We do not share information about you and will not share your information with anyone without your consent unless the law and our policies allow us to do so but If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>