



Privacy Notice for Parents/Carers (How we use pupil information)

Schools, councils, the Department for Education (DfE), and other educational bodies that collect personal data about pupils and staff are required, by the Data Protection Act, to issue a privacy notice to parents/pupils and staff to say why the data is collected, how it's used, and who it's shared with.

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

- Personal information (such as name, unique pupil number and address, contact preferences, identification documents)
- 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)
- Pupil and curricular records
- Assessment information (such as internal assessments and externally set tests)
- Relevant medical information (including physical and mental health)
- Special Educational Needs information including care packages, plans and support providers
- Behavioural/exclusion information
- Safeguarding information
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this information

Collecting information about you or your child helps us give you the support and care that you need. For example, if your child has special educational needs, we need to know what those needs are so that we can tailor our support to those needs.

The information and data that we gather also helps us to fulfil our requirements, measure our performance, and make decisions based on relevant statistics. We'll never use statistics in a way that identifies you or your child.

We use the information about our school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. We may also use it to support and monitor schools regarding staff sickness and recruitment.

We use the pupil data to:

- Public Task e.g. supporting pupil learning and teaching, carrying out research etc.
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

The lawful basis on which we use this information

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

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.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)

In addition we use photographs routinely through the school in pupils' workbooks, Learning Journeys and displays.

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, please contact Mrs Ruth James, Deputy Head and Data Controller via the school office.

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/>

SCHOOL CENSUS

Collection of pupil characteristics from parents / guardians or pupils

Whilst it is not possible for a parent / guardian or an individual pupil to opt out of the school census collection; the following data items must always be reported as declared by the parent / guardian or the pupil (where a pupil is deemed mature enough to have capacity to understand and agree to share their personal data with others):

- Ethnicity
- Language
- Country of birth
- Nationality
- Service child indicator

Data subject right of refusal

When collecting the data items listed above from the parent / guardian or pupil schools **must** ensure that they are made aware of their right to decline to provide data on:

- Pupil nationality
- Country of birth

Where they exercise this right, the information is returned in the census using the code 'refused'.

Data subject right of retraction

When collecting data on pupil nationality and country of birth from the parent / guardian or pupil schools **must** ensure that they are made aware of their right to retract previously submitted data with respect to any nationality or country of birth information returned in a previous census. The parent / guardian or pupil must inform their school of this decision and the school will then update their MIS to show that the data subject has declined to provide this information, using code 'refused'. This will then be transferred to the department within the next school census collection after the update has been made and the department will remove from our systems any information previously collected via the school census on country of birth and nationality.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Ruth James, Deputy Head and Data Controller at Christ Church School.