



## Privacy Notice (How we use pupil information)

Withycombe Raleigh C of E Primary School will act as the Data Controller for any personal data that you provide to us. As such, we will ensure that the data you give us is processed in line with our Data Protection Policies and in line with your rights under EU General Data Protection Regulations and associated data protection laws currently applicable in the UK.

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

Whilst the majority of the personal data you provide to us is mandatory, some of it is provided to us 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.

For all pupils	Personal Information	Name, Date of birth, Gender, year group, class, address, contacts, dietary needs, dietary preferences. Medical practice address and telephone number Medical conditions
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher assessment grades Statutory assessment results Standardised score results Learning journey evidence (photos and annotations) Other photographic evidence of learning Reports to parents (mid year and end of year)
	Other	Pupil surveys Incidental evidence of pupil's success (certificates, photos, named trophies, celebration events)
For some pupils (only if applicable)	Other	Free School Meals eligibility Court Orders Pupil premium eligibility (eg if the child is looked after) Safeguarding records (incidents, external agency reports) SEN records (professional assessments, external professional reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jotting of thoughts and feelings) Exclusion information Behavioural incident records
All parents/ carers (with legal responsibility for the child)	Personal Information	Name, address, telephone number, email address, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence
	Other	Parent surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

## Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. We collect and use pupil information, for the following purposes:

- To support pupil learning
- To monitor and report on pupil progress
- Safeguarding pupils' welfare and providing appropriate pastoral (and necessary medical) care
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use the parents' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

## Storing pupil data

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting. We may also collect data from you directly.

Personal data relating to pupils at Withycombe Raleigh C of E Primary School and their families is stored in line with the schools' GDPR Data Protection Policy. We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the School Business Manager.

## Who we share pupil information with

We routinely share pupil information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Standards and Testing Agency (STA)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Law enforcement officials such as the Police
- The NHS
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school

## 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>.

### **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 the School Business Manager.

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR. If you have a concern or complaint 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/>

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

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task. Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Withycombe Raleigh Primary School will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

### **Withdrawal of Consent and the Right to Lodge a Complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager

### **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 1<sup>st</sup> March 2023