



NORMAN STREET PRIMARY SCHOOL

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, date of birth, gender, family structure and details including telephone and mobile numbers, email, home address, name of doctor, transport arrangements, medical conditions, health care plans, allergies, dietary requirements, previous school history, SEND needs, early help, accident/incident reports, in care status, safeguarding/child protection)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility – current and last 6 years, pupil premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any special educational needs
- Relevant medical information (such as vaccinations, illness, medical conditions, Doctors information)
- Relevant behavioural and exclusions information
- Relevant assessment information, pupil progress and attainment information
- Photographs for publicity on our website and in and around school, for school lunch system, school pupil management information system.
- CCTV – for monitoring of school facilities, pupil, staff and visitor welfare

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
- To assess the quality of our services
- To comply with the law regarding data sharing i.e. Government Statistical Returns
- To provide services for administration of payments e.g. school lunches, payment for services such as trips, school milk, music and school clubs
- For historical purposes

The lawful basis on which we use this information

To process a piece of personal data we must satisfy at least one condition for the lawful processing of personal data from Article 6 of the GDPR.

To process the personal data of our pupils we generally rely on 6(1)(e) i.e. to educate them. Some pieces of data are processed for other reasons. For example, we publish their exams/SATs results relying on 6(1)(c) because the law requires us to; we hold their next of kin data relying on 6(1)(d); and we use their image sometimes relying on 6(1)(a). We rely on different conditions to process different pieces of the personal data of families e.g. 6(1)(b) for their financial details to provide meals, photographs etc.; and 6(1)(d) for their contact details in case their child is ill.

To process a piece of sensitive personal data we must satisfy at least one condition for the lawful processing of special categories of data from Article 9 of the GDPR

We rely on different conditions for the lawful processing of sensitive personal data for different things.

To process the sensitive personal data of our pupils we rely on 9(2)(b) in respect of child protection and multi-agency safeguarding work; 9(2)(b) or 9(2)(h) to use their health information to protect them at school; 9(2)(i) to report on their health to PHE or the HSE as required; and 9(2)(f) to retain accident and ill-health information in case of a claim for compensation.

We apply the same criteria to processing the sensitive personal data of families.

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 data for all pupils from the day each new pupil starts school. This file will follow the pupil for the rest of his/her school career. We hold pupil data in line with the Information and Records Management Society (IMRS) Records Management Toolkit for Schools (Rev 2016).

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- The Local Authority
- The Department of Education (DfE)
- School Staff and Governing Body
- External providers for Pupil Management Information Systems, pupil/visitor signing in systems, school meal provider and school service administration systems e.g. School Money, school to parent communication and school photographer.
- Healthcare professionals
- Social and Welfare organisations
- Police forces
- Voluntary and charitable organisations
- School website
- Social media (see separate policy)
- Kym Allan Health and Safety Consultants
- Pam Gartland, Safeguarding First
- External Transport providers
- External providers – outdoor provision (e.g. for trips/swimming/residentials)

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 year's 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 more 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 Mrs Caroline Richards, Office Manager.

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:

Mrs Kate Richards, Acting Deputy Headteacher (Data Protection Officer), Mrs Caroline Richards, Office Manager (Data Protection Administrator) - Norman Street Primary School, Norman Street, Carlisle CA1 2BQ, 01228 210168
caroline.richards@normanst.cumbria.sch.uk

Review: January 2025