



## Privacy Notice (How we use Pupil Information)

### Who processes your information?

Culgaith CE School is the data controller of the personal information that you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Lynn Dobinson acts as our representative with regard to our data controller responsibilities; she can be contacted on 01768 88655 or [admin@culgaith.cumbria.sch.uk](mailto:admin@culgaith.cumbria.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Culgaith CE School upholds are imposed upon the processor.

Linette Hall is the Data Protection Officer (DPO). Her role is to oversee and monitor the school's data protection procedures, and to ensure that they are compliant with the GDPR. The DPO can be contacted on 01768 88655 or [admin@culgaith.cumbria.sch.uk](mailto:admin@culgaith.cumbria.sch.uk).

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

- Personal information (such as name, unique pupil number, date of birth and address);
- Characteristics (such as ethnicity, language, nationality, country of birth, pupil premium eligibility and free school meal eligibility);
- Assessment information throughout the period of attendance, including national curriculum assessment results;
- Medical information relevant to the pupil;
- Special education needs and education health care plan details (SEND);
- Photographs – these will be used to aid our records management and attendance procedures and to aid learning particularly in the Early Years (EY) setting;
- Any exclusion or relevant behavioural information;
- Attendance information (such as sessions attended, number of absences and absence reasons).


### 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 safeguard pupils;
- to comply with the law regarding data sharing.

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

We collect and use pupil information and personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Articles 6 (1) (c) and 6 (1) (e) – including to comply with a legal obligation & to perform a task in the public interest and/or to exercise official authority of the controller;  Article 9 (2) (h) – including providing health/social care/treatment.

- Education Act 1996 – for data collection purposes including departmental censuses

### **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 and where this is the case the school will provide you with specific and explicit information as to the reasons why the data is being collected and how the data will be used.

### **Storing pupil data**

We hold personal data for the pupils at Culgaith CE School and their families and this is stored in line with our GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. We will retain minimal information as has been held since the paper records of the school began during the 19<sup>th</sup> century for historical and statistical purposes to provide continuity of record.

### **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 National Pupil Database (NPD);
- the NHS;
- the Department for Education (DfE).

### **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 [www.gov.uk/education/data-collection-andcensuses-for-schools](http://www.gov.uk/education/data-collection-andcensuses-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

[www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information](http://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:

[www.gov.uk/dataprotection-how-we-collect-and-share-research-data](http://www.gov.uk/dataprotection-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:

[www.gov.uk/government/publications/national-pupil-database-requests-received](http://www.gov.uk/government/publications/national-pupil-database-requests-received)

To contact DfE: [www.gov.uk/contact-dfe](http://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 the school office or the DPO on 01768 88655 or [admin@culgaith.cumbria.sch.uk](mailto:admin@culgaith.cumbria.sch.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: the school office and/or the DPO on 01768 88655 or [admin@culgaith.cumbria.sch.uk](mailto:admin@culgaith.cumbria.sch.uk)