



## **The Bellbird Primary School**

**Privacy Notice (How we use pupil and parent information) under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your children, what we use it for, who we share it with, and for how long we keep it. This privacy notice aims to provide you with this information.**

**The Bellbird Primary School is the Data Controller for the purposes of data protection law.**

### **Why do we collect and use pupil information?**

We collect and use pupil information under our legal requirements to provide education. The main pieces of legislation are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral and medical care
- For safeguarding and pupil welfare purposes
- For research purposes
- To inform you about events and meetings in the school
- To assess the quality of our services
- To comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes

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

- Personal information (such as name, unique pupil number and address)
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- 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 (such as data scores, tracking, and internal and external testing)
- Relevant medical information (such as NHS information, health checks, physical and mental health care, immunisation program and allergies)
- Special Education Needs information (such as EHCP's, applications for support, care or support plans)
- Safeguarding information
- Exclusions/behavioural information
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes)
- CCTV
- Payment Details

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

### **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. Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Storing pupil data**

We hold pupil data for varying lengths of time depending on what the information is. The majority of data held is recorded on the Information Asset Register and this shows how long and where it is stored.

### **Who do we share pupil information with?**

We share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Cambridgeshire County Council)  
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- The pupil's family and representatives
- Ofsted
- Service providers for ICT applications
- Health authorities, and professional advisors
- Police force/Shareguarding authorities
- Agencies we commission to deliver services on our behalf (Bikeability, Premier Sport)

### **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 pupil information we share with the department, for the purpose of data collections, 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>.

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 through a subject access request. Parent/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

To make a request for your personal information, or be given access to your child's educational record, contact **Mrs Katie Kendall (Headteacher), Mrs Rebecca Pentney (Headteacher) or Mrs Diane Baslington (Office Manager) in the first instance.**

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, 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/>

**Contact:**

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

- Mrs Katie Kendall (Headteacher) / Mrs Rebecca Pentney (Headteacher) / Mrs Diane Baslington (Office Manager)

**Complaints:**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.