

<b>RAMSBURY PRIMARY SCHOOL PRIVACY NOTICE - PUPILS</b>
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### **How we use pupil information**

Ramsbury Primary School, Back Lane, Ramsbury, SN8 2QH is a data controller for the purposes of the General Data Protection Regulation (GDPR).

### **Categories of pupil information that we collect, hold and share**

- Personal information (public interest), such as name, unique pupil number and address
- Characteristics (consent), such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information (public interest), such as sessions attended, number of absences and absence reasons
- Assessment information (public interest)
- Medical information (public interest)
- Special educational needs (public interest)
- Behavioural information (public interest)
- Safeguarding / child protection information (public interest)
- Photographs (consent)
- Trips (consent)

### **Why we collect and use this information**

We collect and use pupil information to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support pupil medical needs
- Produce school communications
- Administer trips

### **Lawful basis on which we use this information**

We use this information under the legal basis of public interest or consent, as specified in the categories section above, such as personal information and characteristics for the general purpose of school 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 (requiring consent). 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 pupil data whilst your child remains at our school, or until your child turns 25 for child protection information.

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

We routinely share pupil information with:

- Our staff & Governors
- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)

- School nurse team / NHS
- External agencies
- School caterer (free school meals, allergies, etc.)

### **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.

We share pupil information with staff, governors, future schools, school nurse team / NHS, external agencies and school caterer in accordance with our school policies and in order to comply with the requirements on us as a primary school.

### **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-and-censuses-for-schools](http://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. 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 the 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
- 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 & handling of the data, security arrangements & retention and use of the data.

For more information about the Department's data sharing process, go to [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://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, go to [www.gov.uk/government/publications/national-pupil-database-requests-received](http://www.gov.uk/government/publications/national-pupil-database-requests-received)

To contact the DfE go to [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 [admin@ramsbury.wilts.sch.uk](mailto:admin@ramsbury.wilts.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
- 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 [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

### **Contact**

If you would like to discuss anything in this privacy notice, please contact [admin@ramsbury.wilts.sch.uk](mailto:admin@ramsbury.wilts.sch.uk)

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to [www.wiltshire.gov.uk/privacy](http://www.wiltshire.gov.uk/privacy) or [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Pip Rabbitts  
Data and Information Sharing Manager  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
Email: [pip.rabbitts@wiltshire.gov.uk](mailto:pip.rabbitts@wiltshire.gov.uk)  
Telephone: 01225 713091

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organizations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288