

How we use pupil information

Our school needs to use data on pupils in order to be able to keep you safe and deliver the best education possible. Only essential data is held, and we always follow the law when we collect use, store and share your data.

You have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

We have updated this privacy notice with information about how we may share your data for 'test and trace' services to support public health.

We, Ramsbury Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

Categories of pupil information that we collect, hold and share

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes but is not limited to:

- Your contact details
- Assessments of your work
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Any child protection or safeguarding records
- Details of any behaviour issues or exclusions
- Photographs

We hold some personal information about your parents to make sure we can help you learn and look after you at school.

- Contact details
- We may also hold some information about your parents if you have a safeguarding folder

Why we collect and use this information

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in all subjects and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Lawful basis on which we use this information

- We need to comply with the law (*Article 6(1)(c) of UK GDPR*)
- We need to use it to carry out a task in the public interest (in order to provide you with an education) (*Article 6(1)(e) of UK GDPR*)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR*)
- We need to protect your interests (or someone else's interest) e.g. in a life or death situation (*Article 6(1)(d) of UK GDPR*)

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary for public health, e.g. protecting against serious threats to health. The legal basis here is *Article 9(2)(i) of UK GDPR*.

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your permission where this is in the public interest. This is known as 'Section 251' approval and includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting pupil information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Storing pupil data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

Who we share pupil information with

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you 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.)
- Providers of electronic learning resources, to allow you to use their resources in class and at home
- Police forces, courts, tribunals and security services, as we are required to by law

International transfers of personal data

We have audited where we store all the personal data processed in school and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from 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.

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.

The National Pupil Database (NPD)

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/df-external-data-shares>

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

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

- Claim compensation if the data protection rules are broken and this harms you in some way

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the DfE: <https://www.gov.uk/contact-dfe>

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact admin@ramsbury.wilts.sch.uk or our data protection officer, Amy Brittan DPO Schools dposchools@somerset.gov.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 or 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:



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