



# Jacobstow Primary School & Preschool

CARES about preparing our children for their place in the world of the future

## Privacy Notice

### How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, the Local Authority, Department for Education (DfE) and other bodies linked to education, development and welfare. We may also share personal data with other agencies as necessary under our legal duties or otherwise in accordance with our duties/obligations as a school.

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

The lawful basis for us to collect/process this personal data is in order to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law. i.e. Departmental Censuses are the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Any other data processed will only be collected with parental consent. Article 6 GDPR-from 25 May 2018

"Processing of special categories of personal data"

Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs ... and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's ..., sexual orientation shall be prohibited. Article 9 GDPR-from 25 May 2018

We shall not process such data unless required by legislation.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect the wellbeing and safety of the children
- to assess the quality of our services
- to comply with the law regarding data sharing
- to promote and protect health and safety

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

- contact details;
- data of birth;
- Unique Pupil Number
- Special Educational Needs
- health and/or other medical information;
- information in connection with education (included but not limited to unique pupil numbers, test results and other records);
- attendance information;
- behavioural and disciplinary information;
- free school meal eligibility;

## **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**

Personal data may be processed in a variety of ways; this will include but is not limited to:

- SIMs
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing personal data;
- educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).
- Online forms linked to statutory government data collections eg SAT's registration

All data held on the computer system is held on a secure server, supported by our IT partners NCi, and backed up on a daily basis. Back up hard drives are held securely.

There is no consistent nationally agreed policy for retention periods for the data held. Therefore, until such time as these guidelines are in place, we will only retain personal data for as long as is necessary to achieve the purposes for which they were originally collected. As a general rule, personal data will be kept for the entire period that a child is a pupil at the school, until it transfers with the child to the next setting.

Other records (for example, safeguarding or in relation to special educational needs) will be kept for longer in accordance with current guidance from the Local Authority. Further information on retention periods can be obtained by contacting us and requesting that information in writing to the Headteacher.

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

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- staff working within the setting
- our ICT partners who manage the onsite sever and provide email addresses etc
- NHS colleagues
- Specialist advisors

Sharing with other professionals and data partners, other than those who have a statutory role, will require parental consent.

## **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, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

We are also required to share information about our pupils with our local authority (LA).

## **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 have the right to request access to information about their children that we hold. To make a request for that personal information, or be given access to your child's educational record, contact the head teacher, who is the data controller.

You also have the right to:

- object to the 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, through the data protection officer, the LA legal team, 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: [secretry@jacobstow.cornwal.sch.uk](mailto:secretry@jacobstow.cornwal.sch.uk), or 01840230337