

## Privacy Notice - Pupil Information

Under data protection law, individuals have the right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, St Mary's CEVA Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection office is Gloucestershire County Council. See Further Information below.

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Attainment, behaviour and exclusion information (to monitor the progress and engagement of pupils)
- Medical Information ( to keep individuals safe and plan for their needs )
- Safeguarding information (to keep individual safe)
- Details of any support received including care packages, plans and support providers.
- Photographs (taken by the school photographer and stored on the school pupil database and others taken during school events and teaching and learning)
- External CCTV footage (for building security purposes)

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

### 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 protect pupil welfare
- to administer admissions waiting lists
- to assess the quality of our services

- to comply with the law regarding data sharing

## The lawful basis on which we use this information

St Mary's CEVA Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Keeping Children Safe in Education (2016)
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

## 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

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Pupil data is held securely by the school. Our Retention Schedule, available on our school website, sets out how long we keep information about pupils.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- the pupil's family and representatives
- examination authorities
- Gloucestershire County Council
- the Department for Education (DfE)
- Health authorities
- Social workers and support agencies
- Police forces and courts
- Our regulator Ofsted
- Caterlink (our school meal provider)
- Parentpay (the online system through which we communicate with parents)
- School Cloud Systems (through which parents book parents evening appointments and other events)

- Insight (to monitor the progress of pupils)
- CPOMS (to Safeguarding and Child Protection Software for schools)
- Colorfoto (school photographer)

### 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 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 make a 'subject access request' 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 via [admin@st-marys-tetbury.gloucs.sch.uk](mailto:admin@st-marys-tetbury.gloucs.sch.uk) or the Data protection officer, details at the end of this notice.**

Under no circumstances will the school disclose information or data that would cause harm to the child or anyone else's physical or mental health or condition.

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:

**Gloucestershire County Council**  
**School's Data Protection Team**  
**Information Management Service**  
**Shire hall**  
**West Gate Street**

**Gloucester**

**[Schooldpo@gloucestershire.gov.uk](mailto:Schooldpo@gloucestershire.gov.uk)**

**01452 583619**