



Privacy Notice for Pupils (How we use personal information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Sparsholt C of E Primary School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Carol Sheppeck

Why we collect and use pupil information?

We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care and support services
- assess the quality of our services
- two-way communication with parents/carers
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing
- safeguarding children

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

- personal identifiers and contacts (such as name, unique pupil number, address, contact details)
- characteristics (such as ethnicity, language, and free school meal/service child eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results,)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- modes of travel
- trips and activities
- relevant medical, special educational needs and behavioural information
- images of pupils (and occasionally other individuals) engaging in school activities

This list is not exhaustive; to access the current list of categories of information we process please request to see our data retention register from the school office.

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe please contact the school office:

Data Description	Where stored	How long it is kept?
Personal Information	SIMS Cloud storage / hard copy	Files to follow pupil to new school, retain copy until pupil is 25 yrs
Secondary transfer sheets	Hard copy	Current academic yr + 2 yrs
Census Returns	SIMS Cloud storage / hard copy	Current yr + 6 yrs
Admission forms	HCC Admissions / hard copy	Date of admission + 1 yr
Admissions registers	SIMS Cloud storage	Date of register + 3 yrs
Attendance registers	SIMS Cloud storage	Date of register + 3 yrs
Absence emails	Email electronic storage	Current yr + 6 yrs
Child protection files	Hard copy	Retain whilst pupil in school then securely transfer to new school
Pupil education record (includes health care plans, record of medicine administered)	SIMS Cloud storage / hard copy	Files to follow pupil to new school, retain copy until pupil is 25 yrs
Images of pupils consent forms	Local electronic / Hard copy	Date of event + 1 yr
Activity consent forms	Hard copy	Date of event + 1 yr
SATs results for individual pupils	SIMS Cloud storage / hard copy	Files to follow pupil to new school, retain copy until pupil is 25 yrs

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our regulator - Ofsted
- school nurse
- Tucasi SCO Lunch/Trips/Events payment system
- Hampshire Music Service
- Drift IT Services (IT /network support service)
- Netmedia parent evening booking system
- Tapestry early years learning journal
- eSchools - our VLE and texting service supplier
- School trip suppliers (photo consent / medical conditions)
- Online apps which support the curriculum

Why we share pupil information

We do not share personal information 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. To make a request for your personal information, or be given access to your child's educational record, contact Miss Carol Sheppeck, Sparsholt C of E primary School, Woodman Lane, Sparsholt, Winchester SO21 2NR

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 Miss Carol Sheppeck, Sparsholt C of E primary School, Woodman Lane, Sparsholt, Winchester SO21 2NR, email dpo@sparsholt.hants.sch.uk