

# Westbourne Primary School

## Privacy Notice (How we use pupil information)

We collect and hold personal information relating to our pupils when they are admitted to our school. We may also receive information from previous schools, local authorities and/or the Department for Education (DfE).

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

- Personal information (such as name, unique pupil number and address, data relating to those with parental responsibility)
- 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)
- Assessment Information (including Statutory and Non-statutory Assessment)
- Relevant medical Information
- Special Educational Needs Information
- Exclusions and Behavioural Information
- Intervention Support Information
- Dietary requirements

### 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 assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

The new Data Protection Act has changed the way schools process Pupil Data. We are now required to clearly state what our legal basis is for collecting and using (processing) personal data about your child. For most school activities we believe our basis to be:

*“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”*

In other words, the Department of Education has given us the authority to provide Education Services to your child.

For Special Categories of Data (previously referred to as sensitive personal data) we believe our lawful basis to be:

*“processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent”*

## 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 Data Protection legislation, 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 for as long as is necessary to provide our services. Some data we are required by legislation to hold for a period extending beyond the time your child attends the school. If you would like further information on retention guidelines please contact Mr Miracapillo.

## Who 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)
- School Health & Nurses
- Education Database providers (SIMS And Arbor)
- Education software and application providers to support communication and payments (Arbor, ParentPay, Parentmail)
- Education software and application providers to support pupil welfare (CPoms)
- Education software and application providers to measure all pupils' achievement (Renaissance Star)
- Education software and application providers to support all children's learning, attendance and delivery of FSM vouchers (Wonde)
- Education software and application providers to support all children's attendance (Studybugs)
- London Grid for Learning (LGfL) and Studybugs for FSM eligibility checks
- Digital platform to support digitisation of pupil application forms (Applicaa)

## 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 use third party software and application providers to support children's learning and to enable us to measure children's achievement.

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 the (DfE) under regulation 5 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 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 Mr Miracapillo.

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 Mr Miracapillo.. 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:

**Mr Miracapillo**

Via email to [office@westbourne.sutton.sch.uk](mailto:office@westbourne.sutton.sch.uk)

Via telephone 020 8644 8453

Via letter to the school office