



# Stanton St Quintin Primary School

## **Privacy Notice (How we use pupil information)**

We, Stanton St Quintin Primary School (hereinafter 'The School'), are a data controller for the purposes of the EU General Data Protection Regulation (GDPR).

### **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)
- Assessment information
- Relevant Medical information
- Special Educational Needs information
- Behavioural information

### **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 School holds the legal right to collect and use personal data relating to pupils and their families/guardians, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE).

The School collects and uses pupil information in order to meet legal requirements and legitimate interests as set as out under the GDPR and UK law as follows:

- Article 6 of the GDPR – relating to Lawfulness of Processing – specifically:
  - *The data subject has given consent for one or more specific purposes;*
  - *In order to comply with a legal obligation;*
  - *To protect vital interests of the data subject.*
- Article 9 of the GDPR – relating to Special Categories – specifically:

- *Health data*
- Education Act 1996;
- Section 3 The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Collecting pupil data**

Whilst the majority of pupil information you provide to the school is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. If there is choice in providing data, the school will require consent and in requesting consent will provide parents/guardians with specific and explicit information with regards to the reasons the data is being collected and how it will be used.

When requesting consent for use of certain data, the school will also provide advice on how to withdraw consent, should the data subject, parent or guardian change their minds on data usage for which consent has been requested.

## **Storing pupil data**

Personal data relating to pupils at the school and their parents/guardians is stored in line with the school's GDPR Data Protection Policy.

The school will not hold pupil data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

There is a statutory requirement for the school to routinely share pupil information with:

- our Local Authority
- the Department for Education (DfE).

The school may also share pupil information with:

- schools that the pupil's attend after leaving us
- NHS

## **Why we share pupil information**

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 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 the school's Business Manager at Stanton St Quintin Primary School by email: [admin@stanton-st-quintin.wilts.sch.uk](mailto:admin@stanton-st-quintin.wilts.sch.uk)

or 'phone: 01666 837602

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: Business Manager, Stanton St Quintin Primary School.

If you would like to contact the school's Data Protection Officer (DPO) email: [dpossqschool@gmail.com](mailto:dpossqschool@gmail.com)

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.wiltshire.gov.uk/privacy>

<https://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:

- Pip Rabbits  
Data and Information Sharing  
Manager
- Public Communications Unit  
Department for Education  
Sanctuary Buildings

Wiltshire Council  
Bythesea Road  
Trowbridge  
BA14 8JN  
email:  
[pip.rabbitts@wiltshire.gov.uk](mailto:pip.rabbitts@wiltshire.gov.uk)  
Telephone: 01225 713091

Great Smith Street  
London  
SW1P 3BT  
<http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288