

# Kington St. Michael C E primary School

## Privacy Notice (How we use pupil information)

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

We collect and use pupil information under;

- **Article 6 (EU GDPR - Lawfulness of processing)**  
Processing is necessary for compliance with a legal obligation to which the controller is subject.
- **Article 9 (EU GDPR – Processing of special categories of personal data)**  
Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, 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 sex life or sexual orientation shall be prohibited.

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
- to pass information to schools that pupils attend after leaving us
- to pass information to the school health team
- to request support from and outside agencies
- to use learning platforms to enhance pupil progress
  - Mathletics [www.3plearning.com/privacy](http://www.3plearning.com/privacy)
  - Purple Mash [www.purplemash.com/#app/documents/privacypolicy](http://www.purplemash.com/#app/documents/privacypolicy)
  - Languagenut <http://www.languagenut.com/en-gb/privacy-policy/>
  - Skoolbo <https://skoolbo.co.uk/privacy>

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

- Personal information (such as name, unique pupil number and address)
- Pupil's contact information
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility, Looked after Child information and Service Family indicator.
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information
- Assessment information (EYFS Profile, KS1 Phonics Test results, KS1 and KS2 SATs Test results)
- SEND requirements and outside agencies involved

### 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 hold pupil data information on SIMS.net (school management information system) until the pupil transfers to another school (In Year Transfer or Secondary School). Once we have received confirmation that the receiving school has the information, we then delete it from our school management system.

The school management system (SIMS. net) is backed up securely. The data is encrypted before it leaves the school and is then stored in two ISO certified datacentres in England.

If you would like copies of the Data Storage and Protection policies from the 4 companies that we use (Mathletics, Purple Mash, Languagenut and Skoolbo), please request this from the school office,

### **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)
- the school health team / NHS
- outside agencies when requesting support

### **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 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 Tracy Cornelius (Data Controller) or Mrs T Brennan (Data Processor).

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- make a subject access request
- 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 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:

Kington St Michael C E Primary School – 01249 750454  
The Ridings  
Kington St. Michael  
Chippenham  
Wiltshire.  
SN14 6JG

Email: [admin@ksm.wilts.sch.uk](mailto:admin@ksm.wilts.sch.uk)

Miss Tracy Cornelius (Data Controller) or Mrs T Brennan (Data Processor)