



**Mellers Primary School Privacy Statement - Pupils
May 2018**

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

- Personal information e.g. name, unique pupil number, address, parent or carer contact names, address and telephone numbers
- Photograph of pupil
- Digital signing in system
- CCTV images of pupils, parents, carers, public
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. sessions attended, number of absences and reasons for absences
- Previous schools attended
- Assessment information, medical information, special educational needs and disabilities information, exclusions and behavioural information.
- Personal Education Plans

Why we collect and use this information:

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.

- We share pupil data with The Department for Education (DFE) on a statutory basis. This data sharing underpins school funding, educational attainment policy and monitoring.
- School Census
- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To support the Safeguarding Children Board
- To support transition to secondary school
- To enable school reports to be produced
- To assist the Local Authority, Police
- School Nurse and NHS
- Outside providers including but not limited to: Wild Things; Learning Ladders; Sports Plus PE provider; Quakers swim school; Nottingham Music service and Examination boards; YHA and residential camps; School Health; Pupil Benefits; MarvellousMe; 2simple software

The lawful basis on which we use this information, collecting pupil information and storing pupil data:

We collect and use pupil information from Article 6, section e) of Lawfulness of processing which is Public interest/exercise of Authority.

In addition, we collect and use pupil information from Article 9 section g) Substantial public interest. Whilst the majority of pupil information you provide to us is mandatory, some of it you provide to us on a voluntary basis, e.g. photographs of pupils.

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. We retain pupil information until pupil has left and moved to secondary education.

Who we share pupil information with:

We routinely share pupil information with:

- Schools that a pupil attends after leaving Mellers
- The local authority, including School Admissions & Exclusion department; Pupil Benefits
- Education Welfare
- The department for Education (DFE)
- School Health (NHS)
- Place2Be
- Police
- Other schools
- HM Revenue and Customs
- Outside providers including but not limited to: Wild Things; Learning Ladders; Sports Plus PE provider; Quakers swim school; Nottingham Music service and Examination boards; YHA and residential camps; School Health; Pupil Benefits; MarvellousMe; 2simple software

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 (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 (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 (e.g. 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 of primary school age children have the right to request access to information about their children that we hold. To make a request for your personal information or to gain access to your child's educational record, contact Joanne Travis, Data protection Officer.

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 further information about this privacy notice, please contact:

Joanne Travis, Data Protection Officer 0115 9151796 or email at admin@mellers.nottingham.sch.uk