



Privacy notice

(how we use pupil information)

Version 1.0

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1 Introduction

Sonning Common Primary School (SCPS) is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you before, during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Sonning Common Primary School is a 'data controller' for the purposes of the 2018 GDPR and previously the Data Protection Act (1998). This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

If you would like to discuss anything in this privacy notice please contact the school office on 0118 972 2105 or by email office@sonning-common.oxon.sch.uk.

2 Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- (a) Used lawfully, fairly and in a transparent way.
- (b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- (c) Relevant to the purposes we have told you about and limited only to those purposes.
- (d) Accurate and kept up to date.
- (e) Kept only as long as necessary for the purposes we have told you about.
- (f) Kept securely.

3 Why we collect and use this information

Section 537A of the Education Act 1996 requires schools to collect and provide any such individual pupil information as may be prescribed. This includes sharing of a set of named pupil records through the submission of termly school census returns to the local authority and DfE.

As this is a statutory requirement this means that schools do not need to obtain parental or pupil consent to the provision of information and ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils.

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

4 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 it.

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, pupil premium and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment information (such as key stage test results)
- Relevant medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Safeguarding (such as court orders and professional involvement);
- Information relation to SEND (Special Educational Needs)
- Behavioural information (such as the number of exclusions and any relevant alternative provision put in place)

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to assess the quality of our services including safeguarding pupils
- to comply with the law regarding data sharing
- to respond to LA and DfE requirements

5 The lawful basis on which we use this information

Sonning Common Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use pupil information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

Article 6.1c – processing is necessary for compliance with a legal obligation to which the controller is the subject;

Article 6.1e – 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;

Article 9.2g – processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

6 Storing pupil data

We hold pupil data as directed by the Local Authority and DfE. We hold pupil data on local and some cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

If your child changes school we will transfer records to their new school.

7 Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil attend after leaving us
- our local authority, Oxfordshire County Council
- the Department for Education (DfE) (statutory data collections)
- NHS professionals eg education psychologists

From time to time, we may also share pupil information with other third parties including the following:

- the Police and law enforcement agencies;
- Education Welfare Officers;
- Courts, if ordered to do so;
- Prevent teams in accordance with the Prevent Duty on schools.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

8 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.

9 The National Pupil Database (NPD)

We are required by law 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. 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.

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.

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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>

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>

10 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 (a subject access request).

To make a request for your personal information, or be given access to your child's educational record, contact the School Office on 0118 972 2105 or email office@sonning-common.oxon.sch.uk

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

Under GDPR you are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Parents of pupils who attend a maintained school have a separate statutory right to access their child's educational record. Upon receipt of a written request for a pupil's educational record, the school will respond to it within 15 school days. This is an independent legal right of parents which falls outside of the GDPR.

11 Your Rights

If you are not happy about the way your personal data is being processed you can complain directly to the School's Data Protection Officer who is the Headteacher.

You also have the right to complain to the Information Commissioner's Office:

Website: ico.gov.uk

Post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: mail@ico.gsi.gov.uk

Telephone: 0303-123-113

If you require further information about how we process your personal data, you can contact the Data Protection Officer by emailing head@sonning-common.oxon.sch.uk

Further advice and guidance from the ICO on this issue can be found on the ICO website at www.ico.gov.uk