How we use pupil information

You have a legal right to be informed about how our school uses any personal information that we hold about our pupils and their families. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, The Priory Primary School, Dorsett Road, Wednesbury WS10 0JG, are the ‘data controller’ for the purposes of data protection law. This means that the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

SIPS IT provides our Data Protection Officer and the Data Protection Lead is Mrs Dickenson, School Business Manager.

The personal data we hold:

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

- Personal information such as name, unique pupil number, address and contact details
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and the absence reason
- Special Educational Needs information
- Pupil assessment data
- Relevant medical information
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

The Priory Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, LA and/or DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:
- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To contact parents
- 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

**Collecting this information**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide your child with an education)

Sometimes, we may also use your child’s personal information where:

- A parent/carer have given us permission to use it in a certain way
- We need to protect the interests of your child

Where we have permission to use your child’s data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your child’s information overlap, and there may be several grounds, which mean we can use your data.

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.

**How we store this data**

Personal data relating to pupils at The Priory Primary School and their families is stored in line with the schools GDPR Data Protection Policy.

We will keep pupil data while your child is a pupil at our school. Where we are required by law, we may also keep it after they have left the school.
Data sharing

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.

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.


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 Mrs Dickenson, School Business Manager.

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:

Mrs Dickenson, School Business Manager, telephone number 0121 556 1383.
The Priory Primary School

Pupils and their Family Privacy Notice

Declaration

I declare that I understand:

- The Priory Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used
- The Priory Primary School may share my data with the DfE, and subsequently the LA
- The Priory Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so
- The Priory Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the school’s GDPR Data Protection Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Name: ………………………………………………………………………………………………………

Signature: ……………………………………………………………………………………………

Date: ……………………………………………………………

Pupil name: ……………………………………………………………………………………………

Year: …………………