



RAMRIDGE PRIMARY SCHOOL

Privacy Notice (How we use pupil information)

Ramridge Primary School processes personal data. This document outlines the purpose for which we process data, on what legal basis, and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. From the 25th May 2018 data will be processed under the European General Data Protection Regulation.

Why we collect and use pupil information

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

On what basis do we collect and handle personal data?

We collect and use pupil information under Article 6 and Article 9 of the European General Data Protection Regulation from 25 May 2018. Under Article 6(1) (e) our lawful basis for processing data is that it is a public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2) (g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also collect and use data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.

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 (Special Category Data), language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- safeguarding information (such as court orders and professional involvement)
- Assessment and attainment information – including internal assessment, national curriculum assessments and external exam results.
- Medical information (Special Category Data) medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special Needs Information
- Behaviour and exclusions information
- Information relating to school visits

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. This includes the use of photographs for publicity.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention policy. For more information on our data retention policy and how we keep your data safe, please speak to the School Business Manager.

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)

Other categories of recipients of pupil information include:

- Health professionals
- Communication providers
- Providers who support the tracking of pupil learning
- The multi agency panel

As well as processing personal data that we collect from you we also obtain information from other sources including:

- Previous Schools
- Health Professionals
- Local Authority
- Other educational providers

More detail on the Local Authority and Department for Education

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.

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>.

For more information about the department's data sharing process including the National Pupil Database, 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>

Sharing 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.

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 Data Controller's representative named at the end of this notice.

You also have the right to:

- Be informed of how we use personal data. This is done through this privacy notice.
- Have personal data rectified if it is inaccurate or incomplete.
- Erasure. This is also known as the right to be forgotten.
- Data portability.
- Object to processing.
- Object to decisions being taken by automated means

The information commissioner's office provide detailed guidelines on the individual rights. This can be found on the link below. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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:

Mrs Carolyn Doherty - Data Controller, admin@ramridgeprimary.co.uk

Mr Chris Beeden - Data Protection Officer, contact@school-dpo.co.uk