

# Privacy Notice - How we use pupil information-

## General Data Protection Regulation 2018

### Introduction

At St Blaise we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. The personal data we collect about you and your child is used to provide care and learning that is tailored to meet your child's individual needs.

This privacy notice explains what personal data we collect, why it is collected, how it is used and protected.

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

- personal information (including name, address/es, emergency contact details, parental responsibility) and unique pupil number ( this is a DfE number which stays with a child throughout their schooling)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- medical information
- special educational needs and disability (SEND) information
- social care information
- assessment information (including end of Key Stage results)
- exclusion information
- behaviour incidents (Manual handling records and Physical, Verbal, Abuse forms)
- health and safety (information on accidents)

### Why we collect and use this information

We use the data to:

- support pupil learning
- monitor and report on pupil progress
- provide for your child's wellbeing and appropriate pastoral care
- manage any special educational, health or medical needs of your child
- assess the quality of our provision
- keep pupils safe
- contact you in case of an emergency
- comply with the law regarding data sharing

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

## The lawful basis on which we use this information and Data collection requirements:

St Blaise 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 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
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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 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 National Pupil database). 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>

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>.

## 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.

## Who we share pupil information with

**We routinely share pupil information with:**

- schools pupils attend after leaving us
- our local authority

- the Department for Education (DfE) and Ofsted
- RM Integris
- Fit4Schools
- governors (anonymised- that is unnamed information)

#### **Limited information about pupils will be shared with:**

- Social services (When needed and appropriate)
- Oxfordshire Diocese
- Fit4Schools
- school nurse
- the Abingdon Partnership of schools (anonymised- that is unnamed information)

## **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.

## **Storing past pupil data**

Data is stored for a varied amount of time – a full list is available on the school website

<http://www.st-blaise.oxon.sch.uk/information/school-policies/>

## **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Keeping most information on a protected cloud based IT system
- Keeping this information in a secure lockable filing cabinet
- Ensuring data is not transported ie on teachers' lap top computers or by USB

## **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, please use the contact details below.

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

- 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

### ***Automated decision-making***

- *We do not make any decisions about your child based solely on automated decision-making.*

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 Caroline Bradbuy (School Administrator)– 01235 831368 [office.3260@st-blaise.oxon.sch.uk](mailto:office.3260@st-blaise.oxon.sch.uk)**

**Or our data protection champion is Mrs Ruth Leach – (waiting for DPO support from OCC) please use office contact.**



**We would be grateful if you would confirm:**

**I have read and understood the St Blaise C E School Privacy Notice**

Signed	
Print Name	
Date	