# Courtney Primary School

# Privacy Notice (How we use pupil information)

A new data privacy law was introduced the UK on 25 May 2018. Following this, we have published a new Privacy Notice to make it easier for you to find out how we use and protect your information.

## The categories of pupil information that we process include:

* personal identifiers and contacts (such as name, unique pupil number, contact details and address)
* characteristics (such as ethnicity, language, and free school meal eligibility)
* safeguarding information)
* special educational needs (including the needs and ranking)
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as key stage 1 and phonics results)
* behavioural information (such as exclusions and any relevant alternative provision put in place)

## Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

1. to support pupil learning
2. to monitor and report on pupil attainment progress
3. to provide appropriate pastoral care
4. to assess the quality of our services
5. to keep children safe (food allergies, or emergency contact details)
6. to meet the statutory duties placed upon us for DfE data collections

## The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 ‘Lawfulness of processing’ and Article 9 ‘Processing of special categories of personal data’

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

* <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

## Collecting pupil information

Pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

## Who we share pupil information with

We routinely share pupil information with:

* schools that the pupils attend after leaving us
* our local authority
* the Department for Education (DfE)
* other schools within our Alliance/ Cluster
* the NHS
* the school nurse (Sirona Care & Health CIC)
* Arbor Education and Communication service including text messaging, school money and parents evening- (School Information Management System)
* CPOMS (Child Protection/Safeguarding)
* 2Simple Software / Tapestry (Reception Assessment Software)
* our website provider eSchools
* our IT support company, Helpme Helpme
* Junior Librarian (our electronic library management system)
* National Foundation for Educational Research (NFER)
* Google Classrooms (to assist online learning)

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child’s care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child’s care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child’s care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

• who is involved in a child’s care;

• any allergies they have;

• medications;

• recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);

• diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children’s general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don’t need to see specific information, they cannot see it.

Connecting Care has been established in order to share important health and social care information to support the care of the wider Bristol population. Your contact with local Connecting Care NHS Partner Organisations may result in them seeking your consent to participate in a research study. Where you have consented to participate in such a study, the research team may access the information held by GPs and Hospital Trusts through Connecting Care to ensure that your participation (or those that you are responsible for) will not put you at risk of increased harm, and is suitable for the aims of the study. If you later choose to withdraw from the study, the research team will discuss the use of your information with you. As part of the consent process, the research team will inform you of the information they would seek access to.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

Your local council also shares a limited amount of school enrolment information the South West Child Health Information System (CHIS), which is used by local organisations to deliver child health services safely, effectively and efficiently. The CHIS maintains a record of all children from birth up to the age of 19 and receives data from General Practice, maternity departments, health visitor providers, screening providers and school age vaccination providers.

The information shared by the school with CHIS includes:

* School assigned ID and/or NHS number
* Pupil name and gender
* Pupil date of birth
* Pupil home postcode
* Pupil start date at the school

The CHIS is commissioned by NHS England on behalf of Public Health England and the service is provided by Health Intelligence Ltd. If you require further information about the CHIS, how it works and how information is shared and protected, please visit: <http://www.swchis.co.uk>

## Why we regularly 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.

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.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

## 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 school office on [office@courtneyps.org.uk](mailto:office@courtneyps.org.uk) or 01454 866670.

You also have the right to:

* to ask us for access to information about you that we hold
* to have your personal data rectified, if it is inaccurate or incomplete
* to request the deletion or removal of personal data where there is no compelling reason for its continued processing
* to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
* to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
* not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>.

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Geraldine FitzGerald-Davis – School Business Manager.

## Contact

If you would like to discuss anything in this privacy notice, please contact: Geraldine FitzGerald-Davis- Data Protection Lead

**How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

* underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
* informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
* supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

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>.

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

**Sharing by the Department**

The law allows the Department to share pupils’ personal data with certain third parties, including:

* schools and local authorities
* researchers
* organisations connected with promoting the education or wellbeing of children in England
* other government departments and agencies
* organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>.

**How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

* if they are processing your personal data
* for a description of the data they hold about you
* the reasons they’re holding it and any recipient it may be disclosed to
* for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a ‘subject access request’. Further information on how to do this can be found within the Department’s personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.