



KINGSKERSWELL CHURCH OF ENGLAND PRIMARY SCHOOL

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[www.kingskerswellprimaryschool.co.uk](http://www.kingskerswellprimaryschool.co.uk)

## ***Privacy Notice (How we use pupil information)***

We, Kingskerswell Church of England Primary School, are a data controller for the purposes of the General Data Protection Regulations 2018. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service.

### ***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 (such as court orders and professional involvement)*
- *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)*
- *trips and activities (such as forest school, wrap-around provision and related consents)*

This list is not exhaustive, to access the current list of categories of information we process please see

[www.kingskerswellprimaryschool.co.uk](http://www.kingskerswellprimaryschool.co.uk).

Reviewed January 2023

## ***Why we collect and use pupil information***

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

- *to support pupil learning*
- *to monitor and report on pupil attainment 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*

*At Kingskerswell Church of England Primary School we have the legal right to collect and use personal data relating to pupils and their families, as well as receiving information from previous schools. We collect this data to meet legal requirements and legitimate interests as set out in the GDPR and UK law, including;*

- *Article 6 and Article 9 of GDPR 2018*
- *Education Act 1996*

## ***Collecting pupil information***

*We collect pupil information via:-*

- **Common Transfer File (CTF) – digital transfer from Local Authority**
- **SIMS – data platform**
- **Information forms requested from the school – consents, registrations etc**
- **School Money – electronic payment system**

*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. For more information on our data retention schedule and how we keep your data safe, please visit*

*[www.kingskerswellprimaryschool.co.uk](http://www.kingskerswellprimaryschool.co.uk).*

## ***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)*
- *school nursing team, NHS*
- *curriculum based activities / third party companies (such as Times Table Rock Stars, Accelerated Reader, White Rose, Google Classroom, Numbots)*

## ***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.*

## ***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:*

- *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.*

*For more information, please see 'How Government uses your data' section.*

**Reviewed January 2023**

## **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to the 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 Protection Office at Kingskerswell Church of England Primary School.

You also have the right to:

- ask us for access to information about you that we hold
- 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/>

## **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 Kingskerswell Church of England Primary School.

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 13<sup>th</sup> January 2023. Our website will be kept updated with the latest version: available at [www.kingskerswellprimaryschool.co.uk](http://www.kingskerswellprimaryschool.co.uk).

Reviewed January 2023

## **Contact**

*If you would like to discuss anything in this privacy notice, please contact:*

*Kingskerswell Church of England Primary School*

*Data Protection Officer*

*Coffinswell Lane*

*Kingskerswell*

*TQ12 5HN*

*01803 873398*

## **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.*

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*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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.*

*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>*

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