

Privacy Notice (Information for Parents)

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information
- Relevant medical information
- Special Educational Needs and Disability information
- Behavioural information
- Pastoral information

Why we collect and use this information

We use the pupil data:

- 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

The lawful basis on which we use this information – this information can be found on our full Privacy Notice on our website.

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.

Storing pupil data

We are required to hold pupil data for 25 years after the pupil has left the school.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us and arrive from other schools
- our local authority
- Health professionals/school nurse
- the Department for Education (DfE)

- Services which support pupil learning (for example: Pixl, Dojo, Bug Club, sports providers, residential visit locations)
- Services which support pupil pastoral care (counsellor)
- Services which support safeguarding (CPOMS)
- Services which support parental communication (Teachers 2 Parents)
- Contracted IT support service provider (BMP Solutions)

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.

We share data to support pupil's learning, safeguarding and pastoral care.

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) – If you would like to know more about this please see our full Privacy Notice on our website or visit <https://www.gov.uk/government/publication/national-pupil-database-requests-received>

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 Protection Officer, Mrs K Curtis.

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 the Data Protection Officer via the school office or email admin.castledyke@northlincs.gov.uk