

# PRIVACY NOTICE POLICY

*'...like a tree firmly planted by streams of water which yields its fruit...'*

Psalm 1v3

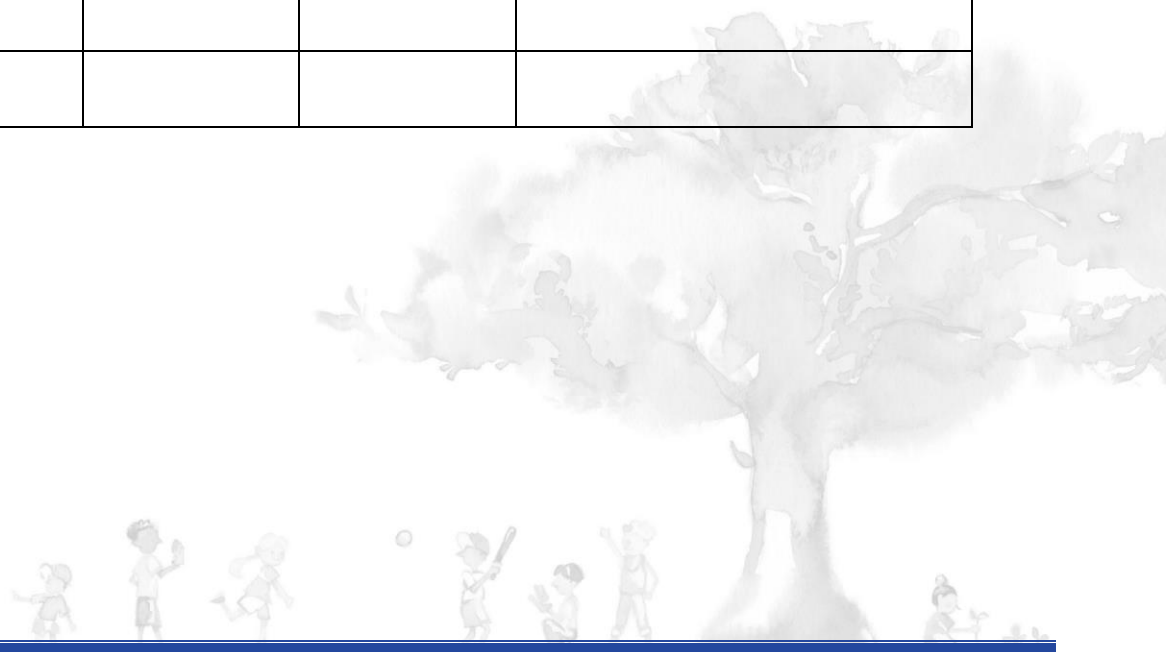


## Bollinbrook CE Primary School Privacy Notice Policy

Recommended by	L Le Marinel
Approved by	FGB
Approval Date	October 2021
Version Number	1
Review Date	September 2023
Legal Status	Statutory

### CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
2	September 2023	September 2023	L Le Marinel	Annual Review
3	September 2024	September 2024	L Le Marinel	Annual Review





## Mission Statement

*... 'a tree firmly planted by streams of water which yields its fruit...' Psalm 1v3*

*At Bollinbrook CE Primary the Christian value of 'Love' is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, 'like a tree firmly planted by streams of water which yields its fruit...' We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.*

### **PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS**

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

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

Bollinbrook CE (Aided) Primary School collect and process pupil information as part of our public functions under both the Data Protection Act 2018 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under Section 537A of the Education Act 1996.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care (including wrap around care)
- to assess the quality of our services
- to comply with the law regarding data sharing
- to communicate to parents

#### **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, family situation)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- Relevant safeguarding and medical information





### **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 hold pupil data for the length of time the pupil is at this school. It is then transferred to the next school they attend. Some information, such as medical information and SEN information, is kept until the child's 25<sup>th</sup> birthday. Please see Records Management Policy for details.

### **How will my information be stored?**

Information is stored in:

- Arbor (the school's information management system);
- SeeSaw/Tapestry (the assessment tools used to record pupils' progress);
- SEN files (if relevant)
- Safeguarding files including CPOMS (if relevant)
- Teachers' password protected laptops
- Hard copies in locked room in school

### **Who do 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)
- NHS (including School Nurse)

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law allows 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.

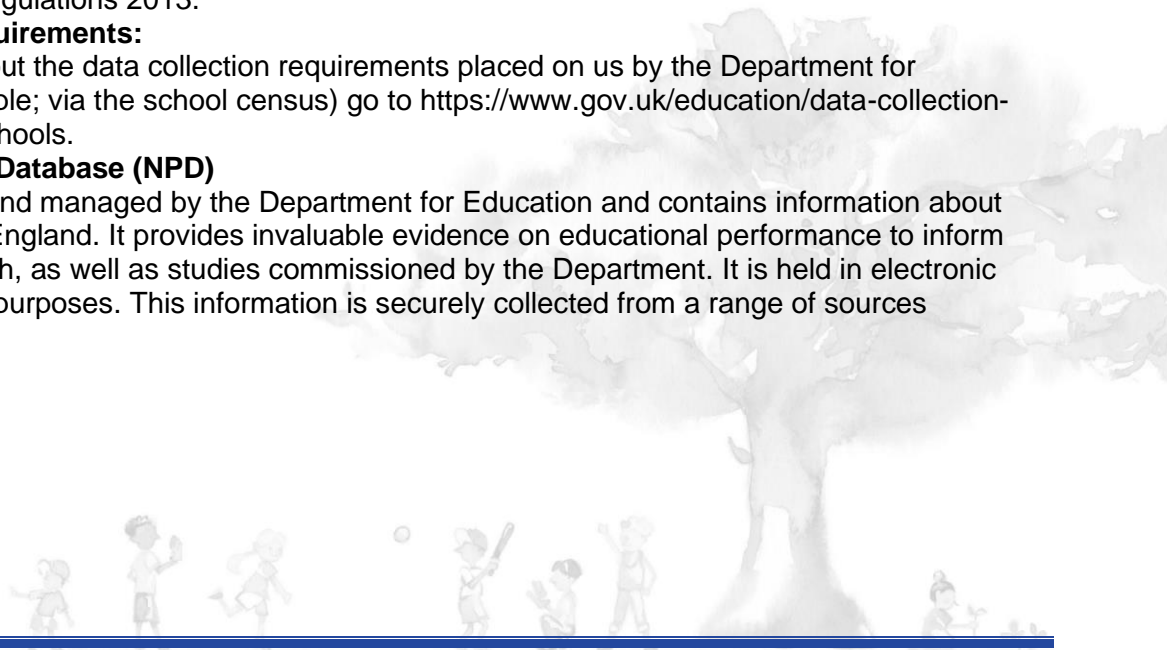
We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **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)**

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.

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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested:
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the GDPR.

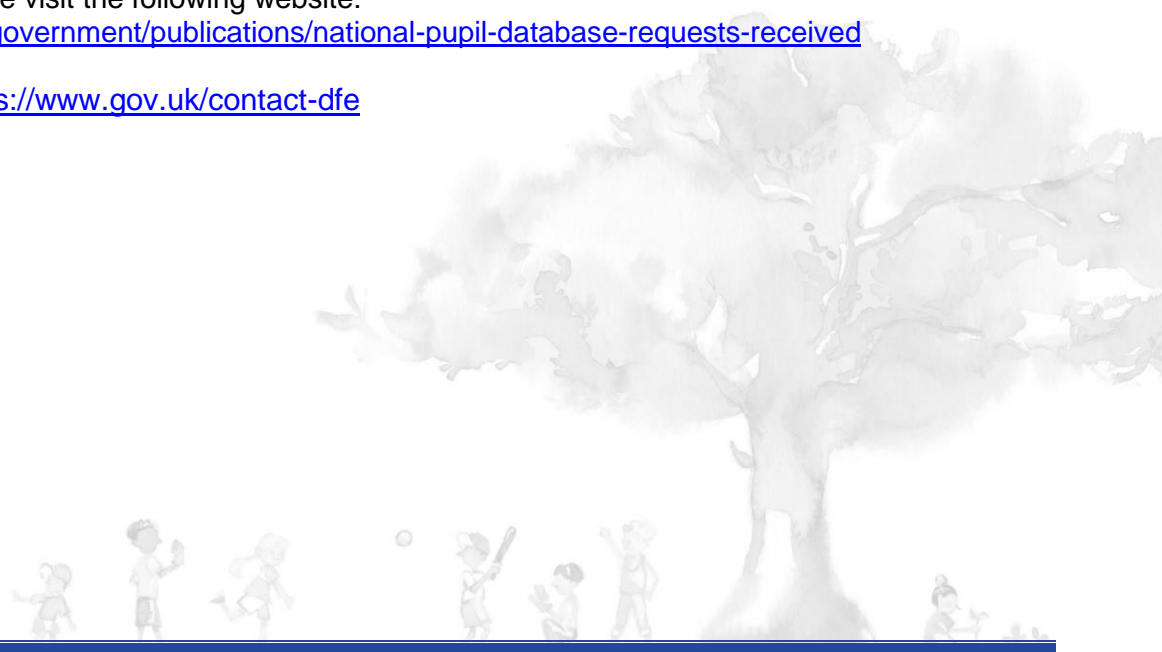
For more information about the department's data sharing process, please visit:

<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>





**Will this information be used to take automated decisions about me?**

No.

**Will my data be transferred abroad and why**

Data will only be transferred abroad if a pupil moves abroad and their current school request their information.

**Requesting access to your personal data**

You have the right under the Data Protection Act 2018 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact Mrs Karen Crosland, School Business Manager in the office.

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
- object to decisions being taken by automated means
- 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

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:

- The Data Protection Officer at the School – Karen Crosland [sbm@bollinbrook.cheshire.sch.uk](mailto:sbm@bollinbrook.cheshire.sch.uk)

