



Privacy Notice for Pupils (also provided to Parents and Carers) and (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)
- Safeguarding information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical Information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special Educational Needs information
- Exclusions
- Behavioural information
- photographs, images, audio/visual recordings and CCTV*

*where permission is given

Why we collect and use this information:

- We use the pupil data:
- to support pupil learning and educational provision
- to monitor and report on pupil progress
- to moderate teacher assessment judgments
- to provide appropriate pastoral care and support services
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to safeguard children and young people
- to reduce the incidence of children missing education
- to support children at risk from permanent exclusion
- to support primary, secondary and in-year admissions process
- 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 and under section 83 of the Children Act 1989. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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 will always hold personal information about you and your child securely and in accordance with the law. We hold some pupil data for 5 years after the child leaves the school. Certain data is held until the child's 25th birthday.

Who we share pupil information with:

We routinely share pupil information with:

- Other schools that the pupil has attended or is attending after leaving us
- Our Local Authority – London Borough of Islington
- The Department for Education (DfE)
- Inentry (Online Registration system)
- Teachers2Parents (school text, email system)
- Mathletics (online maths system)
- Accelerated Reader
- Fisher Family Trust
- Target Tracker (Assessment)
- Tapestry (EYFS)

- SIMS (Capita) (Management Information System)
- Schools ICT(Islington LA ICT Support)
- Tolmers (Y6 School Journey)
- Medical Tracker (Online Medical reporting system)
- School Nurse (NHS)
- Health authorities
- Charities and voluntary organisations
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Other specialist teachers (including Music, and Dance)
- IRIS (Islington Health & Safety Portal)
- Evolve (Islington Trips, Insurance portal)
- School Website (N8tive)
- Police Forces, courts, tribunals
- Clubs (Staff)
- Supply Teachers

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.

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/datacollection-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 section 3 of 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>.

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: and
- 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.

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>

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 at admin@poolespark.islington.sch.uk

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, 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 want to contact us to discuss anything in this privacy notice, you can contact our Data Protection Officer who is Ms Auld. You can contact her by leaving a letter at Reception or sending one by post. You can also email her using the email address: admin@poolespark.islington.sch.uk