

# Mary Tavy and Brentor Primary School

## Privacy Notice

### Why we collect and use pupil information

Mary Tavy & Brentor Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding you from a previous school, local authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We use 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

### 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)
- Relevant medical information
- Special educational needs information
- Exclusions/behavioural 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. Where you are asked to provide the details of another individual (e.g. as an additional emergency contact) we presume you have gained their permission for this.

### Storing pupil data

Some pupil data is stored in paper format and will be held securely in locked filing cabinets, accessed only by those needing the information. Some pupil data is held on databases hosted remotely. We ensure that service providers we use have their own strict security and data protection laws and their privacy notices are available on their websites or through the school. Staff can access this information on school and personal IT equipment and are instructed to have appropriate security measures on all devices. The services we subscribe to have their own GDPR statements that we can share with you on request. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Most pupil data is transferred securely to the next school the pupil attends but we are required to retain some types of information until the pupil is twenty-five years of age e.g. child protection information, special educational needs, individual education plans.

## **Whowe share pupil information with**

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the School Nurse (currently Virgin Care)
- the Moorland Schools Partnership
- NHS
- SCOMIS
- Tapestry (Foundation Stage)
- Tempest Photography
- OCRA – Okehampton Community Recreation Association
- TME (IT support service)

## **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/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. 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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## **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 Mrs Sue Page, Administrator.

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 would like to discuss anything in this privacy notice, please contact, via the school email address:

Head Teacher: Mrs Barbara Earnshaw

Administrator: Mrs Becky Hillier