



# ST. NICHOLAS SCHOOL CHILD OKEFORD

**A CHURCH OF ENGLAND VOLUNTARY AIDED  
PRIMARY SCHOOL**

## **MISSION STATEMENT**

‘At St. Nicholas, we nurture everyone *to be the best we can be*, in a caring and inclusive Christian environment.’

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# **GDPR PRIVACY NOTICE FOR PUPIL INFORMATION**

## **PRIVACY NOTICE SUMMARY**

**HOW WE USE PUPIL INFORMATION AT CHILD OKEFORD SCHOOL**

DATE ADOPTED  
May 2018

REVISION NUMBER  
1

LAST REVIEW

NEXT REVIEW  
May 2019

## 1. **The categories of pupil information that we collect, hold and share**

These include:

- (i) personal information (such as name, unique pupil number and address);
- (ii) characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- (iii) attendance information (such as sessions attended, number of absences and absence reasons);
- (iv) Special Educational Needs information (such as support for identifying learning difficulties);
- (v) assessment information (in order to track pupil progress and identify learning gaps);
- (vi) relevant medical information (so that medical needs can be catered for and illnesses treated or appropriate action taken in an emergency); and
- (vii) exclusions or behavioural information (so that policy procedures can be adhered to should these instances arise).

## 2. **Why we collect and use this information**

We use the pupil data:

- (i) to support pupil learning;
- (ii) to monitor and report on pupil progress;
- (iii) to provide appropriate pastoral care;
- (iv) to assess the quality of our services;
- (v) to comply with the law regarding data sharing; and
- (vi) to safeguard our pupils.

## 3. **The lawful basis on which we use this information**

- (1) Child Okeford School holds the legal right to collect and use personal data relating to pupils and their families, and we also receive information regarding them from the Local Authority and the Department for Education.
- (2) Under GDPR, the lawful bases we rely on for processing pupil information **are legal obligation, public task and substantial public interest.**
- (3) We collect and use personal data in order to meet legal requirements and legitimate interests set out in GDPR and UK law, including those in relation to Article 6 and Article 9 of the GDPR: Processing of personal and special category data is necessary due to a legal obligation and substantial public interest.

## 4. **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.

## 5. **Storing pupil data**

We hold pupil data for the duration of their education at Child Okeford School.

## 6. **Who we share pupil information with**

We routinely share pupil information with:

- (i) schools that the pupil's attend after leaving us;
- (ii) our local authority;
- (iii) the Department for Education (DfE);
- (iv) school's doctor/ nursing team; and
- (v) the NHS.

7. **Why we share pupil information**

- (1) We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- (2) 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.
- (3) 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.

8. **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>.

9. **The National Pupil Database (NPD)**

- (1) 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.
- (2) 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.
- (3) To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.
- (4) 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:
  - (i) conducting research or analysis;
  - (ii) producing statistics; and
  - (iii) providing information, advice or guidance.
- (5) 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:
  - (i) who is requesting the data;
  - (ii) the purpose for which it is required;
  - (iii) the level and sensitivity of data requested; and
  - (iv) the arrangements in place to store and handle the data.
- (6) 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.
- (7) 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>
- (8) 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>
- (9) To contact DfE: <https://www.gov.uk/contact-dfe>

**10. Requesting access to your personal data**

- (1) Under data protection legislation, parents and pupils<sup>1</sup> 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 Secretary at [office@childokeford.dorset.sch.uk](mailto:office@childokeford.dorset.sch.uk) or 01258 860581.
- (2) You also have the right to:
  - (i) object to processing of personal data that is likely to cause, or is causing, damage or distress;
  - (ii) prevent processing for the purpose of direct marketing;
  - (iii) object to decisions being taken by automated means;
  - (iv) in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
  - (v) claim compensation for damages caused by a breach of the Data Protection regulations.
- (3) 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/>

**11. Contact**

If you would like to discuss anything in this privacy notice, please contact the School Secretary at [office@childokeford.dorset.sch.uk](mailto:office@childokeford.dorset.sch.uk) or 01258 860581.

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**Name of child:** \_\_\_\_\_

**I confirm that I have received, read and understood the Privacy Notice regarding pupil information dated May 2018.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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<sup>1</sup>The Information Commissioner’s Office states that individuals have the right to access their personal data. “Even if a child is too young to understand the implications of subject access rights it is still the right of the child rather than of anyone else such as a parent or guardian”. So it is the right of the child to have access to the information that is held about them even though it is likely to be exercised by those with parental responsibility for them. Before access is granted there are a number of things which should be taken into account for example: level of maturity; nature of personal data; Court orders relating to parental access or responsibility etc. These can be found on the ICO website under Children and Subject Access. In England the level of maturity or competency to understand the information is usually accepted to be 13 plus unless it can be evidenced that a younger child has the level of maturity.