



## PRIVACY NOTICE: PUPILS

### **Introduction**

Under laws which protect data, you (the pupil) have a right to know about what personal information (data) we keep about you and how we use it.

This privacy notice explains how we, Owlsmoor Primary School, collect, store and use personal data about you (the pupil).

Owlsmoor Primary School is known as the 'data controller' for the purposes of data protection law.

The name of our Data Protection Officer (DPO) can be found on the Owlsmoor Primary School website ([www.owlsmoorprimaryschool.com](http://www.owlsmoorprimaryschool.com))

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

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

- your contact details (such as your name, unique pupil number and home address)
- your class data
- your test results and evidence of this
- your attendance records • characteristics (such as your ethnicity, language, nationality, country of birth and free school meal eligibility)
- medical information (such as allergies you may have)
- Special Educational Needs and Disability (SEND) information
- behaviour information (including exclusions)
- safeguarding information (such as details of any concerns we may have about your safety)
- details of support you may get from other adults from outside of school
- photographs and videos for learning and evidence
- CCTV images from the cameras at school.

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

We use your data to:

- support your learning
- monitor and report on your progress
- provide appropriate support for your emotional needs and care
- check if we are doing a good job • comply with the law over data
- contact your parent/carer when we need to
- know where you live, to make sure you are safe
- track and make sure that you are in school regularly

- check how you are doing in exams and work out whether you or your teachers need extra help
- track how the school, as a whole, is performing
- look after you and your wellbeing
- provide the best possible learning experience

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

We collect and use your information when the law allows us to. 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
- We need to adhere to Local Authority (LA) requests (Bracknell Forest Council)

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

- We have obtained consent to use it in a certain way
- We need to protect you

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent (consent is given by your parents in most cases), 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**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **Storing pupil data**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about pupils. You can request a copy of the Records Management Policy by speaking to someone in the school office, your class teacher, or the headteacher.

**Who we share pupil information with** We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- the schools that you attend after leaving us

- our Local Authority (LA) (Bracknell Forest Council)
- the Department for Education (DfE) (a government department in charge of schools)
- your family (your parents/carers/nominated adults, such as childminders)
- exam bodies
- Ofsted, who make sure schools are performing well and supervise schools
- auditors (who check areas to make sure we are doing them properly)
- survey and research organisations (if they comply with GDPR)
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

### **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 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>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. An example of when this is necessary is when a pupil leaves the school to move to another country, and the new school request their pupil data.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about them that we hold.

You have a right to make a '**subject access request**' to view personal information that the school holds about you. Your parents/carers may make a request about you if you are under 12 years old, as they have parental responsibility over you. However you can make a request, as long as we judge that you can properly understand your rights and what they mean. We may, however, speak to your parents/carers about this.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in a way that you can understand it.

You also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. This may be needed, for example, to transfer your data to another school for a move to another primary school.

To make a request for your personal information, contact the school office on 01344 776642 or [secretary@owlsmoorsprimary.com](mailto:secretary@owlsmoorsprimary.com)

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

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 by contacting the school office. The admin team and Senior Leadership team of the school will then advise you on how best to address your issue or concern, as it may be solved through our internal systems and processes. 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 Mrs Owles (our Admin Manager) on 01344 776642 or [secretary@owlsmoorprimary.com](mailto:secretary@owlsmoorprimary.com)