

Privacy Notice (How we use pupil information)

NINE ACRES PRIMARY SCHOOL is the Data Controller for personal information with respect to responsibility under Data protection legislation.

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results and national curriculum assessment results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for the Department of Education (DfE) data collections

The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), Nine Acres 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 them from their previous school, LA and/or the DfE. This information is needed to enable us to comply with our legal obligation to provide an education service. We collect and use personal data in order to meet legal requirements including:

- Education Act and The Education (Information About Individual Pupils) (England) Regulations
- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2018

Collecting pupil information

Pupil data is essential for the School's operational use. 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 Data Protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Personal data relating to pupils at School and their families is stored in line with our Data Protection Policy.

In accordance with the Data Protection Policy, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Details of the retention of records can be found in our Retention Policy

Who 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)
- school nurse, NHS, CAMHS, Paediatricians
- NHS health care and Children's Services including safeguarding, speech therapy, physiotherapy, occupational therapy, educational psychologist (once consent has been gained)

Why we share pupil information

We only share personal data where the law requires us to do so or where we obtain consent.

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 and also Keeping Children Safe in Education 2022 and Working Together to Safeguard Children 2018.

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) 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 DfE may share information about our pupils from the NDP 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 DfE has robust processes in place to ensure the confidentiality of personal data is maintained.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have certain rights with respect to their personal data.

You have the right to:

- apply to request access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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. Please contact the Headteacher in this respect. You also have the right to raise concerns with the School's Data Protection Officer; Corporate Information Unit, County Hall, High Street, Newport

PO30 1UD, or via email at the Isle of Wight Council, dpo@IOW.gov.uk. Ultimately, you also have the right to 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:

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