

St Francis School and Nursery Privacy Notice Pupil Information

This Notice outlines how pupil information is processed and retained at St Francis School and Nursery.

The collection and use of pupil information

We collect and use pupil information under the 1998 Data Protection Act as well as Articles 6 and 9 of the EU General Data Protection Regulation which outline the 'lawfulness of processing'.

The lawful basis for personal information being processed by the School on behalf of Nursery is:

- That parents/carers have given consent for their child's personal data to be used when the child's place at Nursery is accepted

The lawful basis for the School processing pupil information is found in the following:

- The necessity to provide the legal and statutory education to children aged 4 to 11 years as mandated by the Government
- the performance of a task (education) necessary for public interest or in the exercise of any official authority of the controller

In addition, School and Nursery process particularly sensitive data about pupils such as ethnic origin and religion which is lawful because:

- a school must comply with a legal obligation to provide such data for census required by the DfE and Government

We use the 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
- to comply with the law regarding data sharing
- to be able to provide targeted SEN support

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)
- School photographs
- Attendance information (such as sessions attended, number of absences)
- Information describing pupil assessments
- Relevant medical information (such as allergies) about conditions that may affect a child at school

Collecting pupil information

Whilst the majority of pupil information you, as parents and carers 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

At St Francis, this information is stored as paper records which are kept in a lockable room. The electronic files are stored securely on the St Francis server and on OneDrive.

The database supplied and managed by Capita called SIMs is used to manage the electronic data and is subject to Capita's data protection provisions and retention guidelines.

We hold pupil data for certain periods of time, outlined in our Personal Data Management and Security Policy. The retention period for pupil personal files (electronic and paper) is generally the time spent at St Francis School. Paper records are forwarded to the education establishment a child goes to from St Francis. Remaining electronic records are either archived or deleted from pcs.

Other paper records such as registers of attendance; accident or serious incident forms; safeguarding incident reports have varying retention guidelines according to the sensitivity of the data. After the life of the record it is shredded securely in the main school office.

The sharing of pupil information

We routinely share pupil information with:

- The educational setting the pupil attends after leaving us
- Swindon Borough Council
- The Department for Education (DfE)
- The Diocese
- School nursing organisation
- The Police

All data is stored within the EEA (European Economic Area)

Why we share pupil information

We do not share information about our pupils with any organisation or individual 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. 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 DfE 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

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 Office at St Francis School.

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

Every individual or parent/carer of a child below the age of 16 has the right to complain to the ICO (information Commissioner's Office) if unhappy with the way their personal data is being processed by St Francis School. The ICO can be contacted at <https://ico.org.uk/concerns/handling>
If you would like to see a copy of information about you that we hold, please contact the school office.