

## PRIVACY NOTICE

(How we use personal information)



### About Us

Uffington Church of England Primary School is known as the "Controller" of the personal data that we collect about you and your children. We process and hold your information in order to provide education services. This notice will explain how we use and share your information.

### Why do we collect your personal information?

Uffington Church of England Primary School holds a wide variety of personal information which can be used in order to deliver its services.

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

- Personal information (such as name, unique pupil number, date of birth, address and email/ telephone contacts)
- Characteristics (such as ethnicity, language, nationality, religion, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Assessment information
- Special Educational Needs information
- Exclusions / Behavioural information
- Child Protection information

### Why we collect and use this information

We use this data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to communicate with parents and carers
- to assess the quality of our services
- to comply with the law regarding data sharing

## **Why do we collect and process your personal data?**

Uffington School is considered to be a public body and it is in the public interest that we operate our school to educate our children. This is the legal basis that applies to the majority of the data we process. This is in accordance with the General Data Protection Regulation (GDPR) 2016/679.

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

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- Lincolnshire County Council
- the Department for Education (DfE)
- the National Health Service (NHS)
- catering services

## **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>. Information about the National Pupil Database (NPD) is included as an appendix to this document.

## **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.

## **How long do we keep your information for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's data retention policy or the specific requirements of the organisation who has shared data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

## **How do we keep your data safe?**

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

School leaders and governors are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

## **Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. All requests should be made via the School 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

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

We are obliged to consider and respond to any such request within one calendar month.

## **Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact the school's Data Protection Manager:

Mr Petar Opacic

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO)

[www.ico.org.uk](http://www.ico.org.uk)

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Manager care of the school.

## 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>

