



Morley Memorial Primary School

Data Protection Privacy Notice (Pupils)

Morley Memorial Primary School is a “Data Controller” under the terms of the General Data Protection Regulation (GDPR) which comes into force on 25th May 2018. We are registered with the Information Commissioner’s Office and follow the principles of the GDPR.

We collect information from you about your child and we may receive information from other agencies.

This notice explains how and why we collect, store, use and share personal data about pupils. Access to personal data is only available to those who need it for a specific purpose.

1. How we use pupil information

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

- Personal information (such as name, unique pupil number, address and other contact information)
- Characteristics (such as ethnicity, language, gender, religion, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Behaviour information including exclusions
- Personal information about a pupil’s parents and/or other relatives (such as name, contact details, relationship to child)
- Dinner money information
- (Secure email communication with external agencies (health and social services))
- Photographs
- CCTV images captured in school

2. Why we collect and use this information

We use the personal data to:

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

- share data for statutory inspections and audit purposes
- allow the use of payment systems for trips and lunches
- provide essential information to appropriate 3rd parties including health and social services etc
- help detect and prevent crime (CCTV footage)

3. The lawful basis on which we use this information

We collect and use personal information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- GDPR Article 6 (1)(a)-(f) and Article 9 – from 25 May 2018

The Department for Education (DfE) process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 GDPR, 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, in line with local authority guidance, for varying lengths of time depending on what the information is.

6. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Cambridgeshire County Council) <https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the DfE
- other professionals working in education, health or children's services eg School Nurse, Social Care, Educational Welfare Officer, NHS)
- companies that support our analysis of pupils' assessment data (Target Tracker)

7. 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 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 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 DfE (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)

The NPD is owned and managed by the DfE 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

The DfE 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 DfE'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 DfE has provided pupil information to and for which project, please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE, please go to <https://www.gov.uk/contact-dfe>

10. Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact the school office.

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

11. Getting in contact

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/>

If you would like to discuss anything in this privacy notice, please contact the Office Manager in the first instance at office@morley.cambs.sch.uk or alternatively, Mrs Donna J Flynn, the school's Data Protection Officer at DPO@theictservice.org.uk.