

## Privacy notice – how the school uses pupil information

### What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language, eligibility for free school meals, country of birth, nationality and adopted / LAC / PLAC / forces pupils, refugee status
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any additional needs
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication, accidents and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's Data Asset Register which is held by the Data Protection Administrator.

### Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support admissions, exclusions and entitlements process
- To support pupil learning including SEN support
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care, safeguarding the welfare and wellbeing of pupils
- To assess the quality of our services
- To keep pupils safe
- To keep our buildings safe through the use of CCTV
- To meet legal duties placed on us by the government

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:

#### Public Interest

This means that the processing is necessary for public interests except where the processing is unfair to you. The school relies on public interest for most ways in which it uses pupil information. Specifically the school has public interest in:-

- providing educational services to your child
- safeguarding and promoting the welfare of your child and other children

- promoting the objects and interests of the school.
- Facilitating the efficient operation of the school
- Ensuring that all relevant legal obligations of the school are complied with.

### Legal Obligation

For the purpose of supporting pupil learning, in accordance with the legal basis of legal obligations, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996. Where a school needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose information to third parties such as the local authority or the police where legally obliged to do so.

### Vital Interests

For example, to prevent someone from being seriously harmed or for the emergency medical treatment of a person.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information and information about sex life or orientation. Consent will be required for data held or stored under this category as well as one for the following legal basis.

### Substantial public interest

The processing is necessary for reasons of substantial public interest for example, understanding sexual orientation of a pupil to ensure systems in place to manage washroom facilities and PE changing.

### Vital Interest

To protect the vital interest of any person where that person can't give consent, for example, if they are seriously hurt or unconscious.

We process this information under Education Act 1996, and the General Data Protection Act Article 6, and Article 9 where data processed is special category data of the General Data Protection Regulation (GDPR).

*Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.*

*Article 9 (GDPR) condition: For substantial public interest on legal basis.*

## **How do we collect your information?**

We collect your personal information via the following methods:

- Admission forms
- Common Transfer File (CTF) from your previous school (where relevant)
- Data Collection and consent forms
- Child protection plans
- Educational Healthcare Plans
- Medical Forms

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested 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 information to us or if you have a choice.

## **How do we store your information?**

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which can be found on the School's website.

For more information about how we keep your information safe, please see the school's Data and Cyber-security Breach Prevention and Management Plan, which can be requested through the School Office.

## **Who do we share your information with?**

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving us
- School Nurse
- NHS
- External Agencies, where parental consent has been received.
- On occasion we may need to share information with the Police
- Texting service for contacting parents, currently Arbor
- Systems for processing online payments such as for school dinners
- Software Solutions
  - Online assessment tool (Target Tracker)
  - Online accident reporting system (EcoOnline)
  - Arbor for storing pupil registration information
  - CPOMS
  - Seesaw and Purple Mash for home learning

## **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

### **Department for Education (DfE)**

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework), which can be found by following this link:

<https://www.gov.uk/government/publications/security-policy-framework>

## **How does the government use your data?**

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.

- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

## **Sharing by the DfE**

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

## **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

## **Wallsend Children's Community (WCC)**

WCC seeks to understand why some children in Wallsend underperform in terms of scholarly attainment relative to other school children nationally. Having relevant data will allow them to identify which specific groups of children have the lowest levels of attainment and associated factors. WCC may require access to non-aggregated, individual pupil level data which has been pseudonymised to protect the anonymity of our pupils.

### **Data Collected**

The following are the types of data which may be used

- Attainment
- Attendance
- Exclusions
- Protected characteristics (gender, disability, ethnicity, language, nationality, etc)
- Behaviour
- Early Help Assessments
- Free School Meal eligibility
- Pupil Premium
- SEN

### **What will the data be used for**

The findings from the processing of data will be used for:

- Informing understanding of the attainment gap
- Producing information for Wallsend schools which will summarise the aggregated findings from the analysis (not individual pupil data)
- Produce a set of recommendations for the Wallsend Children's Community Strategic Alliance

### **Legal Basis**

The legal basis is legitimate interest, Article 6(f), in processing this data with specific aims of 1) identifying the key drivers of lower attainments and 2) identifying the groups of students who are most at risk of underperforming relative to peers nationally.

### **Local Authority**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the School Admission Code, including conducting Fair Access Panels.

### **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.

- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact Janine White, Data Protection Administrator at [j.white@rdees.org.uk](mailto:j.white@rdees.org.uk).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's Data Protection Administrator in the first instance or the School's Data Protection Officer at [dpo.schools@northtyneside.gov.uk](mailto:dpo.schools@northtyneside.gov.uk). You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Janine White, Data Protection Administrator at [j.white@rdees.org.uk](mailto:j.white@rdees.org.uk).

### **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 29<sup>th</sup> February 2024.

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact

Janine White

Data Protection Administrator

Email: [j.white@rdees.org.uk](mailto:j.white@rdees.org.uk)

Tel: 0191 263 8139

Or

Data Protection Officer (for Schools)

Law and Governance

North Tyneside Council

Quadrant

North Tyneside,

NE27 0BY

Tel No: (0191) 643 2333

Email: [DPO.Schools@northtyneside.gov.uk](mailto:DPO.Schools@northtyneside.gov.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [Welcome to Richardson Dees Primary School \(eschools.co.uk\)](https://www.eschools.co.uk), the Gov.UK [website](#), or download our Data Protection Policy and Records Management Policy from the following link to our Website, [GDPR Policies](#).