Privacy Notice
(How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as gender, age, ethnicity, nationality, country of birth, religion, language etc, 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, Phonics results and any other relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities
- catering and free school meal management
- admissions information (both for being admitted to our school and leaving our school and for any admissions or school to school related enquiries and data sharing)

This list is not exhaustive, to access the current list of categories of information we process please contact: Sue Tattersall, Business Director by phoning 01630 652121 or emailing susan.tattersall@groveschool.net.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

a)   to support pupil learning
b)   to monitor and report on pupil progress and attainment
c)   to provide appropriate pastoral care and to support pupil health and wellbeing
d)   to assess the quality of our services
e)   to keep children safe (food allergies, medical conditions, emergency contact details, risk assessments and safeguarding information)
f)   to meet the statutory duties placed upon us for DfE data collections

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

- for the purposes of supporting pupil learning, providing appropriate pastoral care and supporting pupil health and wellbeing and keeping children safe in accordance with the legal basis of consent.
- for the purposes of monitoring and reporting on pupil attainment process, supporting pupil learning, providing appropriate pastoral care and supporting pupil health and wellbeing, keeping children safe and to meet the statutory duties placed upon us for DfE data collections in accordance with the legal basis of legal obligation.
- for the purposes of providing appropriate pastoral care and supporting pupil health and wellbeing and to keep children safe in accordance with the legal basis of vital interests.
- for the purposes of supporting pupil learning, monitoring and reporting on pupil attainment process, providing appropriate pastoral care and supporting pupil health and wellbeing, keeping children safe, meeting the statutory duties placed upon us for DfE data collections and to assess the quality of our services in accordance with the legal basis of public task.

In addition, concerning any special category data:

- conditions a, c, f, h, i and j of GDPR - Article 9 where:
  - (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
  - (c) processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.
  - (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
  - (h) processing is necessary for the purposes of preventative medicine, medical diagnosis, the provision of health or social care systems and services.
  - (i) processing is necessary for reasons of public interest in the area of public health.
  - (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

How we collect pupil information

We collect pupil information via registration forms at the start of the school year, a Common Transfer File (CTF) and/or a secure file transfer from previous school. We may also receive information from a local authority or the Department for Education (DfE).

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the 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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact: Sue Tattersall, Business Director by phoning 01630 652121 or emailing susan.tattersall@groveschool.net.

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
- Family Connect
- Education Welfare Team
- Third party systems that collect and store pupil information on our behalf

Why we regularly 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.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

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

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

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: Sue Tattersall, Business Director by phoning 01630 652121 or emailing susan.tattersall@groveschool.net.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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: Sue Tattersall, Business Director by phoning 01630 652121 or emailing susan.tattersall@groveschool.net.

How Government uses your data

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

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

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

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst

numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

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