



## Privacy notice for pupils and their families

### 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 and eligibility for free school meals
- **Safeguarding information** – e.g., court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – including the needs and ranking
- **Medical and administration** – e.g., doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g., sessions attended, number of absences, reasons for absences and any previous schools the pupil has 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
- **Catering** – e.g., any relevant details regarding food allergies and FSM management
- **Trips and Activities** – e.g., emergency contact details
- **Admissions** – e.g., information from previous schools and pre-schools
- **Identity Authorisation** – e.g. birth certificate

This is not an exhaustive list.

#### 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 pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet the statutory duties placed on us for government data collections
- To provide external agencies with appropriate information in order for them to provide appropriate services
- Transition to other schools

School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. This information is needed to enable us to comply with our legal obligation to provide an

education service. We collect and use personal data in order to meet legal requirements including:

- Education Act 2011
- The Education (Information About Individual Pupils) (England) Regulations 2024
- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children 2023

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

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from previous school
- Child protection plans
- CPOMS reports
- External agencies
- Transition paperwork

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 and Retention Policy and as per DfE guidance. The information is held securely on the school's business office information system, which only staff members have access to. Passwords are used to ensure only permitted personnel can access the information. The school holds a Data Breach Incident Reporting policy, which it will follow in the event of any data breach.

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

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that a pupil may transition to

The school regularly shares information with professional agencies e.g. school nurse, NHS, and Catering provider.

### **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, 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/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

## **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>.

## **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 the headteacher: Mrs. S. Sillito on [enquiries@queensateprimary.co.uk](mailto:enquiries@queensateprimary.co.uk)

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's Headteacher in the first instance. You also have the right to raise concerns with the Head of Legal Services and Monitoring Officer at the Isle of Wight Council: [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk) Information Commissioner's Office (ICO) at:

<https://ico.org.uk/concerns>. Ultimately, 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**

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Mrs. Sillito on: [enquiries@queensgateprimary.co.uk](mailto:enquiries@queensgateprimary.co.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 5<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 Mrs Sillito on [enquiries@queensgateprimary.co.uk](mailto:enquiries@queensgateprimary.co.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit our website: [www.queensgateprimary.co.uk](http://www.queensgateprimary.co.uk) the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management and Retention Policy from the school website.

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## Declaration for Compass Enrolments

I, ..... (name of parent) declare that I understand:

- The categories of my personal information Queensgate Foundation Primary School collects and uses.
- Queensgate Foundation Primary School has a lawful basis for collecting and using my personal information.
- Queensgate Foundation Primary School may share my information with the DfE, LA and other stated organisations.
- Queensgate Foundation Primary School does not share information about me with anyone without my consent, unless the law and school policies allow them to do so.
- My information is retained in line with Queensgate Foundation Primary School's Records Management and Retention Policy.
- My rights to the processing of my personal information.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### For school use only

Date privacy notice last updated:

5<sup>th</sup> February 2024