

# Springcroft Primary School



## Privacy Notice (How we use pupil information)

**Springcroft Primary School collects and uses pupil information in a number of ways. This document sets out what information we collect, and how we use it in our organisation.**

### **Who processes your information?**

Springcroft Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Springcroft Primary School upholds are imposed on the processor.

The school has appointed an external Data Protection Officer. This role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01782 394793 or [office@springcroft.staffs.sch.uk](mailto:office@springcroft.staffs.sch.uk)

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

Springcroft Primary School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR, for example the collection of data for the school census
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

### **The lawful basis on which we use this information**

We collect and use pupil information under the Data Protection Act 1998, Education Act 1966, Education Act 2002 and with specific reference to Section 175, Keeping Children Safe in Education.

## **Which data is collected?**

The categories of student information that the school collects, holds and shares include the following:

- Personal information e.g. names, student numbers and addresses
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. number of absences and absence reasons
- Assessment information e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## **Storing pupil data**

The General Data Protection Regulation (GDPR) does not stipulate how long organisations should keep certain records for. It is similar to the Data Protection Act, in that personal data must be kept no longer than necessary for the purposes for which it was originally processed.

We hold pupil data for children:

- Academic & safeguarding records - until transfer to new school. Or until 25<sup>th</sup> birthday if this cannot be achieved.
- Correspondance (including email) where there are no safeguarding issues archived after 12 months and deleted after 24 months.
- Personal Registration documentation including attendance 6 years.

## **Will my information be shared?**

The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. Springcroft Primary School is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NPD with third parties who promote the education or wellbeing 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 any data shared from the NDP is maintained.

Springcroft Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- Schools or colleges that the students attend after leaving us

- Our local authority
- The Department for Education (DfE)
- School Nurses and the NHS
- The Local Support Team including First Response

### **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 the Headteacher. 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 the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern 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:

The Headteacher

Springcroft Primary School

Grindley Lane

Blythe Bridge

Stoke on Trent

Staffordshire

ST11 9JS

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

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or download our Data Protection Policy

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