

## **Privacy Notice (How we use pupil information)**

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

We, Wrenbury Primary School, collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

We use the pupil data:

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

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

- Personal information (such as name, unique pupil number and address, photograph)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information

### **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 General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data from;

- Date of Admission plus 1 year minimum to a maximum of permanently

Exact retention periods for pupil data are detailed in Wrenbury Primary School's Retention Guide and are available from our Data Protection Officer at Wrenbury Primary School, Nantwich Road, Wrenbury, Nantwich CW5 8EN or 01270 260656 or [admin@wrenbury.cheshire.sch.uk](mailto:admin@wrenbury.cheshire.sch.uk)

### **How will my information be stored?**

While Wrenbury Primary School is working with your information e.g. your child currently attends this school, this information will be stored as a paper copy securely in the school office and electronically on the school's secure server. Once this information is archived in line with Wrenbury Primary School's Retention Guide, then paper copies will be scanned and stored together with electronic information on the Cheshire East Council server.

### **Who do 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)
- NHS
- Wrenbury Primary School Governing Body
- Wrenbury Pre-School & Out-of-School Club

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law allows us to do so.

We share pupils' data with the Department for Education (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 the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils' data with;

- the NHS, which underpins the processes supporting the physical and mental health of our pupils
- our Governing Body, Little Wrens Nursery and The Nest Out-of-School-Club to support pupil's learning, progress, pastoral care and to assess the quality of our services.

### **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)**

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.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department 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 Department 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:
- 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 in compliance with the GDPR.

For more information about the department'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 department has provided pupil information, (and for which project), please visit the following website:

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

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

### **Will this information be used to take automated decisions about me?**

No

### **Will my data be transferred abroad and why?**

Not by Wrenbury Primary School or the local authority. However, the DfE may have occasion to do so but would only do it if it meets the strict conditions laid down in the above documents e.g. with the Home Office, Police

### **Requesting access to your personal data**

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at Wrenbury Primary School, Nantwich Road, Wrenbury, Nantwich CW5 8EN or 01270 260656 or [admin@wrenbury.cheshire.sch.uk](mailto:admin@wrenbury.cheshire.sch.uk).

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

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:

- Data Protection Officer at Wrenbury Primary School, Nantwich Road, Wrenbury, Nantwich CW5 8EN or 01270 260656 or [admin@wrenbury.cheshire.sch.uk](mailto:admin@wrenbury.cheshire.sch.uk)