



Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Ongoing assessment data (such as teacher assessments and test results)
- Medical information (such as doctors information, child health, dental health, children who have allergies, disabilities or specific medical complaints and medication/dietary requirements. Children with medical needs will have a Care Plan written for them which is kept in school and to which all essential staff have access)
- Special Educational Needs (such as the names, ages and progress / assessment data for each child requiring additional support in the classroom above and beyond normal differentiated work)
- Behaviour records (such as written records on any significant behavioural incidents dealt with by staff and the consequences of these incidents, up to and including exclusions and information about alternative provision put in place)
- Safeguarding records and information (such as written records of any incidents of concern, such as a child presenting with unexplained injuries or disclosing incidents of concern; records of Social Care meetings and meetings with support agencies, court orders and professional involvement)
- The school also collects parents' details including emergency contact information.

This list is not exhaustive, to access the current list of categories of information we process please see our data asset register.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- 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
- to safeguard pupils and staff (food allergies , emergency contacts)
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

Purpose: Statutory Legal Duties

Legal Condition: Statutory Duty and Substantial Public Interest

We collect and use pupil information under **EU GDPR Article 6**, whereby the data held is processed with the consent of the child's parents or legal guardians; in the interests of the child and in accordance with the legitimate interests and responsibilities of the school in carrying out its legal duties. **Under GDPR Article 9**, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation **shall be prohibited**. However, the school may process personal data such as a pupil's ethnicity, religion and medical needs where consent has been given by the child's parents or legal guardians. Parents have a stated right to withhold this information.

Collecting pupil information

Pupil data is essential for the school's operational use. 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.

The local authority or previous education settings provide us with the following categories of information: Basic Demographics, including unique ID, name, address, date of birth, gender, parental contact details, ethnicity, language, educational attainment & attendance.

Storing pupil data

We hold 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 visit www.twovillage.essex.sch.uk

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)
- National Health Service, including school nurses

At times, we may also share information with –

- Social Care and statutory safeguarding agencies
- Non-statutory Support Agencies (with parental knowledge and consent)
- Police and other emergency services

Why we 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.

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.

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

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>.

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 school office.

You also have the right to:

- withdraw consent if the school is using consent to process personal information
- 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 about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 via admin@twovillage.essex.sch.uk