Published: February 2023

Mosspits Lane Primary School

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 ethnicity, language, 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 key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities information
- catering and free school meal management

This list is not exhaustive, to access the current list of categories of information we process please see **www.mosspits.com**

Why we collect and use pupil information

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

We use the data listed above to:

1. Support pupil learning
2. Monitor and report on pupil progress

3. Provide appropriate pastoral care
4. Protect pupil welfare
5. Assess the quality of our services
6. Administer admissions waiting lists
7. Carry out research
8. Comply with the law regarding data sharing (including DfE requests for information)

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

Please refer to the ICO's guidance on the lawful basis for processing.

Our lawful bases for processing your child's personal data for the purposes listed in section 3 above are as follows:

- For the purposes of A-B and D-H in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school in line with DfE requirements.
- For the purposes of A-B and D-H in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as required by the DfE
- For the purposes of C in accordance with the 'consent' basis – we will obtain consent from you to use your child's personal data
- For the purposes of C, D and H in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of F in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with your child or to help them enter into a contract with us
- For the purposes of E in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:
- Assessing the school's progress against audit tools for external auditing

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year and Common Transfer Files (CTF) or secure file transfer from previous school. When a child joins the school, we will request information that may be stored on the electronic storage system, CPOMS, if the school uses that method.

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.

Storing 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 visit www.mosspits.com

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our record retention schedule sets out how long we keep information about pupils.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

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)
- Our regulator, Ofsted
- Suppliers and service providers:
- Food For Thought – to ensure that any allergy information is passed on effectively and all children are catered for in line with their medical dietary needs.
- PentreTech – Our IT company, where it is required to create user accounts for pupils and parents
- Financial organisations – through our school Management Information Software, where pupil data is stored securely.
- Our auditors – for example, when the school undertakes a review of a particular area of responsibility, such as health and safety or inclusion
- Survey and research organisations – where permission is previously granted
- Health authorities – such as the school nurse
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

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.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via **[insert method used]** and is stored **[insert storage]** and held for **[insert data retention period]**.

For more information about services for young people, please visit our local authority website.

Department for Education (DfE)

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:

School census:

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

All data is transferred securely and held by the Department for Education (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.

Daily Attendance Data:

Article 6(1)(e) we need to perform a public task – DfE has a responsibility to oversee the delivery of education, to make it as easy as possible for children to access education and to safeguard children. and

• Article 9(2)(g) it is necessary for reasons of substantial public interest - including in reducing absence, how we can support children to stay in school and factors that may be affecting attendance

Privacy notice for school's attendance data collection (publishing.service.gov.uk)

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 Mrs H Taylor, School Bursar via the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs. H. Taylor, School Bursar, via the School Office.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 14th February 2023

Contact

If you would like to discuss anything in this privacy notice, please contactMrs. H. Taylor, School Bursar, Mosspits Lane Primary School, Tel: 0151 722 1716.

How Government uses your data

The pupil data that we lawfully share with the the Department for Education (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 (DfE) (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 (DfE) 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 for Education (DfE).

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 for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe