

Dormers Wells Junior School collects and holds personal information about your child; this information is used to enable the school to provide an education for your child. We may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

Why do we collect and use pupil information?

We collect and use pupil information under 537A of the Education Act 1996 and section 83 of the Children Act 1989. We also comply with Article 6 Lawfulness of processing which relates to consent and compliance with legitimate interests and Article 9 Processing of special categories of personal data of the General Data Protection Regulation (GDPR which relates to the use of data for legitimate purposes. The legal basis for the collection of pupil information is the Education Act 1996. To find out more about the data collection requirements placed on us by the Department for Education (for example; the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

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 and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information
- Exclusions / behavioural 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 and education records securely until your child changes school. The records will then be transferred to your child's new school, where they will be retained until they reach the age of 25, after which they are safely destroyed. There are strict controls on who can see the information. We will not share your child's data if you have advised us that you do not want it shared unless it is the only way we can make sure your child stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- selected third party software providers
- School nurses
- NHS

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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: and
- 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.

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>

Third Party software Providers

Data is also shared with selected third party software providers. This enables pupils to access their own learning programmes from multiple providers in and out of school. All providers are checked by the school to ensure they comply with the GDPR and satisfy the criteria of the DfE's guidance for Cloud software.

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 Craig Stilwell (Data Protection Officer), Judicium Consulting Ltd, 0203 326 9174.

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: Craig Stilwell
Company: Judicium Consulting Ltd
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Telephone: 0203 326 9174

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

Our local authority at http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice or

The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer,
Perceval House,
14-16 Uxbridge Road,
Ealing,
London,
W5 2HL.
Email: dataprotection@ealing.gov.uk
Tel: 020 8825 8282

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288