

**Pupil Privacy Notice**

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| **Date of Policy:** | April 2023 |
| **Date of Next Review:** | April 2024 |
| **Review Cycle:** | Annual |
| **Signature (Chair of Governors):** |  |
| **Date Ratified by Governing Body:** |  |

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# 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
* attendance at school run clubs
* catering, free school meal management and families receiving additional food support.

This list is not exhaustive. Please speak to the data protection officer for further information.

## Why we collect and use pupil information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

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

1. to support pupil learning
2. to monitor and report on pupil attainment progress
3. to provide appropriate pastoral care
4. to assess the quality of our services
5. to keep children safe (food allergies, or emergency contact details)
6. to meet the statutory duties placed upon us for DfE data collections

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

* The Education Act 1996, 2002 and 2011
* The Childrens Act 1989 and 2004
* Education and Skills Act 2008
* Schools Standards and Framework Act 1998
* The Equalities Act 2010.

Mill Rythe Junior School collects and uses pupil information with legal obligation and protection of vital interests (reference Article 6, and one from Article 9 where data processed is special category data from the GDPR).

**Collecting pupil information**

We collect pupil information via registration forms when children start school, data collection sheets updated annually, through Common Transfer File (CTF) when a child joins the school, through designated assessment points, through letters with reply slips and online forms.

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 the policies section on our school website.

## Who we share pupil information with

We routinely share pupil information with:

* schools that the pupils attend after leaving us
* our local authority
* youth support services
* the Department for Education (DfE)
* Children’s Services
* Health professionals (including school nurse, Educational Psychologist, speech and language, CAMHS, EMTAS).
* SEND professionals or educational settings

## 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.

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.

## Department for Education

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:

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

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

## 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 our data protection officer via the school office on 02392 463663

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 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 Donna Maxwell (Headteacher) or Erica Wintle (Deputy Headteacher) on 02392 463663

## 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 **04/04/2023**

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Donna Maxwell (Headteacher)

Contact number: 02392 463663

Email: [Headteacher@millrythe-jun.hants.sch.uk](mailto:Headteacher@millrythe-jun.hants.sch.uk)

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