



## **Privacy notice – How we use student information**

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

- Personal information (such as name, unique student 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)
- Assessment information
- Relevant medical information including dietary needs
- Special educational needs information
- Exclusions/behavioural information
- Safeguarding information
- Looked After Child status
- Previous school history
- Parent/Carer contact telephone numbers, e-mail address (where supplied) and home address

### **Why we collect and use this information**

We use the student data:

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

### **The lawful basis on which we use this information**

We collect and use student information under Article 6 of EU GDPR Regulations 'Lawfulness of Processing' as 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 and also under Article 9 of EU GDPR Regulations 'Processing of special categories of personal data', including paragraph 2 (g) where processing is necessary for reasons of substantial public interest ... which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the [student].

For examples of data collection purposes, you may wish to view the Departmental Census section of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Collecting student information**

Whilst the majority of student 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 student information to us or if you have a choice in this.

## **Storing student data**

We hold student data until the student reaches the age of 25 and this will then be deleted by SIMs (School Information Management System). For Looked After Children, their data will be held until they reach the age of 80 and this will then be deleted by SIMs.

## **Who we share information with**

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)

## **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' 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 students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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> - The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

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

The department may share information about our students 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 student 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>.

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

Under data protection legislation, parents and students 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 Brixham Church of England Primary School, Higher Ranscombe Road, Brixham, TQ5 9HF, or by email at [admin@brixhamcofe.org](mailto:admin@brixhamcofe.org)

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 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, 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:

Brixham Church of England Primary School  
Higher Ranscombe Road  
Brixham TQ5 9HF