

Privacy Notice

Cotsford Primary School

This Privacy Notice explains how we collect, store and use personal data about pupils.

1. Who we are and what we do

Who we are

Cotsford Primary School
Third Street
Horden
SR8 4EH

For the purposes of Data Protection, Cotsford Primary School is the Data Controller for your information. Our Data Protection Officer is Mrs Page.

What we do

We are a maintained Primary School for children aged 4-11 years within Durham Local Authority. We collect and use personal data on the basis of performing a public task (educating children).

2. What type of personal information do we collect and how do we collect it?

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

- Personal information (such as name, DOB, unique pupil number, address, health information, family and social circumstances, contact details, preferences and their details)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth)
- Financial (such as free school meal eligibility)
- Education details (such as assessment, attendance, Special Educational Needs, behaviour and disciplinary records including exclusions)
- Safeguarding and welfare information
- Photographs

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter **Z9864215**.

How we collect Personal Information

We collect information from pupils, parents, carers, teachers and other professionals where relevant (e.g. School Nurse, Social Workers and previous school). We collect this in the following ways:

- Paper form
- On line

We may also receive information from the Local Authority, the Department for Education (DfE) and National Pupil Database (NPD).

3. Our legal basis for using this data

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.

We collect and use pupil information under the Data Protection Act 1998 (DPA) and "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR). *Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject. Article 9 (GDPR) condition: For substantial public interest on legal basis.*

4. What is your personal information used for?

We use personal information to enable us to:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to maintain our own accounts and records
- to assess the quality of our services
- to comply with the law regarding data sharing
- to identify pupil eligibility for Free School Meals and Pupil Premium funding

5. Will your personal information be shared?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- Healthcare professionals i.e. NHS (*for immunisations, vision, height and hearing checks, etc*)
- family, associates and representatives of the person whose personal data we are processing

Where necessary or required we share information with:

- social and welfare organisations
- police forces
- courts
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- press and the media

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 National Pupil Database, 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

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.

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>.

6. How do we keep your personal information secure?

Cotsford Primary School and the DfE have robust processes in place to ensure that the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether we or the 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 DfE'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 DfE 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>

We do not process your personal information outside the EEC.

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

7. How long will we keep your personal information?

We hold pupil data for no longer than is necessary. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools. A copy is held in the school office.

8. Parents and pupils' rights regarding personal data.

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or by e-mail to the Data Protection Officer. The school will respond within a 15 school days timescale.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we can not provide information to you, we will give you a description of the information we hold and the reason why it can not be disclosed to you at the time of your request.

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

To exercise any of these rights, please contact our Data Protection Officer.

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:

- online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.