

# Courtwood Primary School

## General Data Protection Regulation Privacy Notice For Pupils and their Families, including looked after children and children in need

We, Courtwood Primary School, are a data controller for the purposes of the General Data Protection Regulation. We collect and use personal data relating to pupils and their families and may also receive information regarding them from their previous school, Local Authority or Department for Education.

**Dawn Martin**, is the Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the GDPR.

The Data Protection Officer can be contacted on via e-mail on: [DPO@tct-academies.org](mailto:DPO@tct-academies.org)

### Why we collect and use this Information:

- Support your child's learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess the quality of our services
- To comply with the law regarding data sharing

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

- Personal information (contact details, including name, address, telephone number)
- characteristics (such as gender, ethnicity and disability)
- Unique pupil number
- Assessment results
- Attendance information, such as sessions attended, number of absences and absence reasons
- Personal characteristics, such as ethnicity, language, nationality and country of birth
- Other categories of information include: free school meal eligibility, any special educational needs that your child may have, relevant medical information and exclusions/behavioural information

### In addition, the categories of information that we collect, process, hold and share for children in need and children looked after include:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

### Why we collect and use this information:

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care

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

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

### Collecting Pupil Data

Whilst the majority of pupil data 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, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where consent is required, the school will provide you with specific and explicit information with regard to the reasons why the data is collected and how the data is used.

## Storing Pupil Data

Personal data relating to pupils at Courtwood Primary School and their families is stored in line with the school's GDPR Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- The London Borough of Croydon (LA)
- The Department for Education (DfE)
- School nurse team
- Public Health England
- School's Management Information System
- External companies who provide services such as text/e-mail messaging, on-line payments, etc.
- School Caterers

## In addition, we share children in need and looked after children information with

- London Borough of Croydon
- NHS
- School pupil is transferring to
- Siblings school as necessary

## 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 policy and monitoring.

We are required to share information about our pupils with the 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 (DfE)** - We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

## 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>

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

Children in need: <https://www.gov.uk/guidance/children-in-need-census>

## 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 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>

### **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 the school's Data Protection Officer (Dawn Martin).

### **What are your rights?**

You 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;
- to withdraw your consent at any time, where the processing of data is based on your consent; 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 on 03031 233333, Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

### **Contact**

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

Courtwood Primary School

Email address : [admin@courtwood.croydon.sch.uk](mailto:admin@courtwood.croydon.sch.uk)