



**St Matthew's CofE Primary School**  
**Pupil Data Privacy Notice**

# Privacy Notice - How we use pupil information

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility and any special educational needs they may have)
- Attendance /exclusion information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as National Curriculum assessment results)
- Medical information (where this is relevant to support the child in school)
- Behavioural information (such as Golden Time and Celebration Assembly for reward, recording and monitoring of verbal warnings, time out and other sanctions)
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we collect and use this information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to administer admissions waiting lists
- 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 only collect and use pupils' information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' information in situations where:

- We have obtained consent to use it in a certain way

- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' information overlap, and there may be several grounds which justify our use of this data.

## 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 keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We hold pupil data for the periods specified in the Information and Records Management Society's Toolkit for School ([Click here to download a copy from our website](#))

## Who we share pupil information with

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Educators and examining bodies
- Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations

## 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 or as part of us performing an official task in the public interest.

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.

We share pupils' data (name, year group and maths class) with Maths Circle Ltd. This data sharing is used to to administer accounts and to boost times tables recall and maths confidence.

## **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/datacollection-and-censuses-for-schools>.

## **Youth support services**

**For more information about services for young people, please visit our local authority website:**

[https://www.birmingham.gov.uk/info/20143/young\\_people](https://www.birmingham.gov.uk/info/20143/young_people)

## **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.

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 12), 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, and if we do hold information about you or your child, we will:

- Give you a description of it
- 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
- Give you a copy of the information in an intelligible form

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

To make a request for your personal information, or be given access to your child's educational record, contact:

[enquiry@st-matthews.bham.sch.uk](mailto:enquiry@st-matthews.bham.sch.uk) or phone our Data Manager Kim Blewitt on 0121 359 1602

You also have the right to:

Be informed about how the School uses your personal data.

Request that your personal data is amended if it is inaccurate or incomplete.

Request that your personal data is erased where there is no compelling reason for its continued processing.

Request that the processing of your data is restricted in certain circumstances.

Object to your personal data being processed in certain circumstances.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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:

**Headteacher Miss Sonia Thompson on 0121 359 1602 or email:**

[dpo@st-matthews.bham.sch.uk](mailto:dpo@st-matthews.bham.sch.uk)