

PRIVACY NOTICE – PUPILS

At The Coppice Primary School, we collect and hold personal information relating to our students and may also receive information about them from their previous school. The school uses and processes student information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

WHAT categories of student information do we collect, hold and share :

- Personal information (such as name, date of birth, copy of birth certificate, unique pupil number, parental responsibility and address)
- Educational History (previous schools or nurseries)
- Characteristics (such as gender, racial or ethnic origin, language, nationality, country of birth and free school meal eligibility)
- Religious or other beliefs of a similar nature
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as internal tests, student progress information and examination results)
- Medical information (such as allergies, healthcare plans, medication, specific medical needs, medical incidents that have occurred inside or outside of school that may affect learning, dietary needs, outside agency referrals and Doctor's contact details)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, EHCPs, outside agency referrals and previous learning, physical or mental health needs)
- Contact information (such as telephone numbers of contacts that the school would contact in an emergency)
- Behavioural information (such as rewards, achievements, incident slips and exclusions)
- Financial information (such as parent's bank details for donations)

WHY do we collect and use this information :

We use the student information:

- to support student learning
- to monitor and report on student progress
- to provide appropriate care and guidance
- to assess the quality of our services
- to comply with the law regarding data sharing
- to make certain payments to eligible students

The lawful basis on which we use this information

We collect and use student information under Article 6 and Article 9 of the GDPR. This enables the school to process information such as assessments, Special Educational Needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements of the school to provide education for the individual.

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 GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. We will always ask for explicit consent when data is required.

WHERE do we store student data :

All student information is kept securely on computer systems and also sometimes on paper until students change school. Records are then transferred to the new school, where they will be retained until that student reaches the age of 25, after which time they are safely destroyed.

We hold student information in accordance with The Information and Records Management Society retention guidelines.

WHO do we share student information with :

We routinely share student information with:

- Schools and other educational environments that the students attend after leaving us
- Our Local Authority (LA)
- The National Pupil Database (NPD)
- The Department for Education (DfE) – We share students' data with the DfE on a statutory basis under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulation 2013. This data sharing underpins school funding and educational attainment policy and monitoring. 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. Some of this information is then stored in the NPD.
- The Police and Law Enforcement
- The School Nursing Team
- Standards and Testing Agency and NCA tools (SATS)
- Social Services
- Curriculum software providers where relevant (such as Mathletics, Spellodrome)
- School Pupil Tracker Online
- Payment system - Parentpay
- Texting service - Primary Contact

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

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.

To find out more about the NPD, please visit

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 student information to, (and for which project), please visit :

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE please visit : <https://www.gov.uk/contact-dfe>

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

HOW to request access to your personal data :

Under data protection legislation, parents have the right to request access to information that we hold about them. To make a request for your child's personal information, or be given access to your child's educational record, contact the school's Data Protection Officer (DPO) – Claire Emery at cle38@coppice.worcs.sch.uk

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
- 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.

Contact

If you would like to discuss anything in this privacy notice, please contact the school's **Data Protection Officer (DPO)** – Claire Emery – cle38@coppice.worcs.sch.uk

Pupil Privacy Declaration

I, _____, the parent of _____,
declare that I understand:

- Coppice Primary School has a legal and legitimate interest to collect and process my child's personal data in order to meet statutory requirements.
- How my child's data is used
- Who The Coppice Primary School may routinely share my child's data with
- Coppice Primary School will not share my child's data to any other third parties without my consent, unless the law requires the school to do so
- Coppice Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My child's data is retained in line with the school's GDPR Data Protection Policy
- My rights to the processing of my child's personal data
- Where I can find out more information about the processing of my child's personal data

Signed

Date