



Bourn C of E Primary Academy

PRIVACY NOTICE FOR PARENTS/CARERS

USE OF YOUR CHILD'S PERSONAL DATA

Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'Fair Processing Notices') to individuals where we are processing their personal data.

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

We (Bourn Primary Academy, Riddy Lane, Bourn, Cambridgeshire, CB23 2SP) are the 'Data Controller' for the purposes of Data Protection law.

Our Data Protection Officer is The Education ICT Service (Speke House, Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, PE27 5JL)

The School Data Protection Representative is the Head Teacher, who should be contacted in the first instance. See Contact Us below for further information.

The personal data we process

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals
- Special Educational Needs
- Exclusion/behavioural information
- Details of any medical conditions, including physical and mental health
- Medical and administration (such as doctor's information, child's health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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 data

We use this data to:

- Support pupil learning

- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Keep children safe (food allergies, or emergency contact details)
- Assess the quality of our services
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data 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' personal data 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' personal data, 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' personal data overlap and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil information via pre-admission and registration forms at the start of the school year or Common Transfer File (CTF) from the child's previous school.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this 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. Data is kept on the secure SIMS database, on the school server or on hard copies held in a securely locked cabinet.

More information on our data retention schedule and how we keep your data safe can be found in our Data Protection and Record Management Policy on our website (www.bournprimary.co.uk).

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

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

- Our Local Authority (Cambridgeshire County Council) - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- The Department for Education
- schools that the pupils attend after leaving us
- Health authorities (Cambridgeshire Community Services NHS Trusts School Immunisation and Screening Services)
- Health and social welfare organisations

Department for Education

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, Local Authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department for Education's website to find out how it collects and shares research data (<https://www.gov.uk/education/data-collection-and-censuses-for-schools>)

You can also contact the Department for Education with any further questions about the NPD.

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.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand the rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a Subject Access Request, and if we do hold information about you or your child, we will:

- Confirm that we are processing your personal data
- Give you a description of the categories of personal data
- Give you a copy of the information in an intelligible form
- Tell you why we are holding and processing this data
- Tell you how long we will keep it for
- Explain where we got it from, if this data is 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

When responding to requests, we:

- May ask you to provide two forms of identification
- May contact you via phone to confirm the request was made
- Will respond without delay and usually within 1 month of receipt of the request
- Will provide the information free of charge

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

If you would like to make a Subject Access Request please contact the School Data Protection Representative, who is the Head Teacher. It must be submitted in writing, either by letter or email, and should include:

- Your name
- Your correspondence address
- Your contact number and email address
- The details of the information you are requesting

In some cases we will not disclose information if it might cause serious harm to the physical or mental health of the pupil or another individual, or if there are other reasons preventing us doing so. If a Subject Access Request is unfounded, repetitive or excessive we may refuse to act on it or may charge a reasonable fee which takes into account administrative costs. If we refuse a Subject Access Request, we will tell you why.

All information from a child's education record is shared with parents/carers. Requests for further copies of the same records will incur an appropriate administration fee.

Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data collected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

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

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information to (and for which project), or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our School Data Protection Representative, who is the Head Teacher.

If your questions or concerns are not addressed satisfactorily, please contact our Data Protection Officer, whose details are as follows:

The Education ICT service, Speke House, Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, PE27 5JL.

Tel: 0300 300 0000. Email: dpo@theictservice.org.uk

If this response is not satisfactory, to make a complaint please contact our Data Protection Officer (details below).

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Related Policy

Data Protection and Record Management Policy