



Tetney Primary School

Privacy Notice

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Introduction

The Data Protection Act (2018) sets out in UK law the legal framework with which education settings and local authorities must comply when they process personal data. Providing accessible information to individuals about the use of their personal information (data) is a key element of their legal right to transparency as set out in the UK General Data Protection Regulation (UK GDPR).

Data Controllers and Data Processors are responsible for providing this information and all education settings and local authorities are classed as data controllers and may also be data processors in their own right and, as such, they have a duty to inform pupils, staff and parents (known as Data Subjects) on how they process the data that is within their control.

Collecting Pupil Information

Tetney Primary School collect pupil information through:

- Registration forms when a child enrolls with us
- CTF (common transfer files) or secure transfer files sent from any previous schools a child has attended (e.g. when a child joins us through Mid-year Admissions)
- Medication forms
- Child protection plans

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Categories of Pupil Information

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, phone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures
- Safeguarding information – e.g. court orders or professional involvement of outside agencies.

Why we collect and use pupil information

Tetney Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the DfE. The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our services
- e) To keep children safe (food allergies, or emergency contact details)
- f) To meet the statutory duties placed upon us by the Department for Education (DfE)

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of “Public task”: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of “Vital interests”: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of “Legal obligation”: data collected for the Department for Education (DfE) census information
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information)(England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

Storing pupil data

Personal data relating to pupils at Tetney Primary School and their families is stored in line with our Data 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 data with

Tetney Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. We routinely share pupil information with:

- The Department for Education (DfE)
- Our local authority
- Health Service provider e.g. NHS

- Pupils' destinations upon leaving school
- Regulatory bodies e.g. Ofsted
- Suppliers and service providers e.g. The Farm Kitchen
- Education Welfare Officers
- Social Welfare service
- Police forces including other law enforcement, courts and tribunals

The Department for Education (DfE)

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (School Performance Information)(England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

The pupil data that we lawfully share with the Department for Education (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 (for example, school SATs 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)

The National Pupil Database

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Tetney Primary School is required by law to provide information about our pupils 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 DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Local Authorities

We are required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

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 admin@tetney.lincs.sch.uk

Depending on the lawful basis above, you may 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
- A right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office by calling 0303 123 1113, Monday-Friday 9am-5pm.

Withdrawal and right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting admin@tetney.lincs.sch.uk