

# **Creeting St Mary CEVAP School Privacy Notice Pupils and Parents**

Creeting St Mary CEVAP School is required to collect personal data from pupils and their families for a number of reasons. You can find out why we need to do this and what we do with it here.

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

- Personal information e.g. name, unique pupil number, address and contact details
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. sessions attended, number of absences and absence reasons
- Assessment information e.g. EYFS profiles, Phonics Screening Checks, KS1 and KS2 SATs data
- SEND information
- Relevant medical information
- Behavioural information – e.g. number of temporary exclusions

## **Why we collect and use this information**

We use the pupil data:

to support pupil learning  
to monitor and report on pupil progress  
to provide appropriate pastoral care  
to assess the quality of our services  
to comply with the law regarding data sharing  
to safeguard pupils

## **Why do we collect and use your information?**

Creeting St Mary 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, LA and/or the DFE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils)(England) Regulations 2013
- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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**

Personal data relating to pupils of Creeting St Mary CEVAP School and their families is stored in line with the school's GDPR Data Protection Policy ([www.irms.org.uk](http://www.irms.org.uk)). 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. Personal files will transfer to the new school when a child moves on from Creeting.

## **Who we share pupil information with**

The school is required to share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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>

Creeping St Mary CEVAP School will not share your personal data with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- The NHS

#### **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>.

## 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 **Mr Palmer – Data Protection Officer – [office@creetingstmary.suffolk.sch.uk](mailto:office@creetingstmary.suffolk.sch.uk)**

You have the right to:

- Be informed about how Creeting St Mary CEVAP School uses your personal data
- Request access to the personal data that Creeting St Mary CEVAP School holds
- Request that personal data is amended if it is inaccurate or incomplete
- Request that personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your personal data is restricted
- Object to your personal data being processed

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> 0303 123 1113.

## Contact

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

**Mr Palmer – Data Protection Officer – 01449 720312**  
**[office@creetingstmary.suffolk.sch.uk](mailto:office@creetingstmary.suffolk.sch.uk)**

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## Declaration

I, \_\_\_\_\_, declare that I understand

Creeping St Mary CEVAP School:

- Has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- May share my data with the DfE, and subsequently the LA
- Will not share my data with any other third parties without my consent, unless the law requires the school to do so
- Will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed

And

- How my data is used
- My data is retained in line with the school's GDPR Data Protection Policy
- My rights to the processing of my personal data
- Where I can find out more about the processing of my personal data

Signed:

Date: