



Sandringham Road, Intake. Doncaster. DN2 5JG

Tel: 01302 349743 Fax: 01302 739408

**Headteacher: Mrs L Gamble**

**Privacy Notice**

**(How we use pupil information)**

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

We at Our Lady of Mount Carmel Catholic Primary School, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to: Support teaching and learning;

We use the pupil data:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Give the best possible service,
- Provide statutory services (e.g. assessment for free school meals eligibility),
- Safeguard Children and Young People from harm,
- Assess how well schools are doing.

Information that we hold includes contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behavioural information
- Special educational needs
- Assessment information

### **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 hold pupil data for every pupil that attends the school until statutory school leaving age and we are responsible for retaining the pupil record data until the pupil reaches the age of 25 years.

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

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse
- outside providers

We are required by law to pass some of your / your child's information to Doncaster Council and the Department for Education (DfE). Doncaster Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Doncaster Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT),
- Police forces,
- Provider of youth support services in your area,
- Other local authorities if you live in their area,
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty<sup>2</sup> to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

## **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.

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **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)**

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

---

<sup>2</sup> A duty is what defines the schools or authorities responsibilities in law

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Claire Pavlovskis School Business Manager.

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; and
- 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, you should raise your concern with us in the first instance and then directly to 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:

**Lindsay Gamble**  
**Claire Pavlovskis**  
**Shaun Pendlebury**

**Head**  
**Buisness Manager**  
**Link Governor**

**(Data Protection Officer)**  
**(Data Officer Manager)**  
**(Data Controller)**