



Pimperne CE VC Primary School Privacy Notice and Data Protection

The categories of pupil information that we process include:

Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address

Characteristics – e.g. ethnicity, language and eligibility for free school meals and pupil premium

Safeguarding information – e.g. court orders and professional involvement

Special educational needs and disabilities (SEND) information – including the needs and ranking

Medical and administration – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements

Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended

Assessment and attainment – e.g. any relevant test and exam results

Behavioural information – e.g. exclusions and any relevant alternative provision put in place

Educational Visits – registers and financial commitments

Catering and FSM Information - meals taken, financial costs

Extended Schools – registers for Breakfast and After School Clubs, medical information and payments for sessions.

Extra-Curricular Clubs – External agencies will hold their own data but will share a register with the school. Registers, bookings and financial payments information held.

Why we collect and use pupil information

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information as we use the pupil data:

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to comply with the law regarding data sharing and statutory data collection
- f) to safeguard pupils

The lawful basis on which we use this information

Pimperne 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 the 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



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those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013

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 your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

We collect your personal information via the following methods:

- Registration forms and Admission Forms
- Common Transfer File (CTF) from your previous school settings
- Child protection plans
- Updated data sheets shared with you for updating annually
- SEND and External Agency Information that you have agreed to sharing with us to support your child
- Meetings with internal staff or external agencies in the form of Early Help / TAFs etc or advice, which provide relevant information to the context of your child

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

Storing pupil data

We retain pupil data for a period of time in line with the recommendations set out by Information Records Management Society (IRMS) toolkit for schools. Staff do not store personal pupil data on their own devices or at home. We do everything we can to store data safely and to prevent cyber security breaches, our policy highlights our management plan and procedures.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend before joining and/or after leaving us
- schools within the Blandford Schools Network
- our local authority – Dorset Council
- the Department for Education (DfE)
- external agencies supporting your child or family including the NHS (or related Health / Wellbeing services)



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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 of 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 our local authority (LA) and the Department of Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Deleting Data

All hard copy of personal data is destroyed using a secure waste service as soon as the data is no longer needed. Data may rest in physical or digital archives with the intention that it is not to be accessed or used to inform current decisions. We carry out an annual school review which determines whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained by the school for research or litigation purposes. This is then documented as part of the records management policy within the school.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Data Collections include:

- School attendance
- Workforce census
- Unique pupil numbers
- School Census
- Pupils' Attainment and Progress data
- Disability data
- SEND data
- Pupil Premium Data
- Exclusion and Suspension data

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

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

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.



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- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.



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- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact Karen Smith - Data protection officer (DPO) on office@pimperne.dorset.sch.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

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 Karen Smith (Data Administration Officer) on 01258 452025 or office@pimperne.dorset.sch.uk.

Following a subject access request (SAR), if you are not satisfied we ask that you make contact with us to see if the concern can be remedied and/or following this contact the Information Commissioner's Office to raise any concerns regarding the handling of your request.

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



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- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protecting 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. Any correspondence should be addressed to the **Data Protection Officer** (Mrs Karen Smith) or Chair of Governors (Mrs J Torrance).

Alternatively, you can contact 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: **Karen Smith** - Data Administration Officer (DAO) on 01258 452025 or office@pimperne.dorset.sch.uk

This document sits alongside our Data Protection Policy. A copy is available at request, from the school office.

If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK website, <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last reviewed in **September 2023**. It is reviewed annually.



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