

# Otley & Witnesham Federated Primary Schools'

## Pupil Privacy Notice

The school collects and processes personal data relating to its pupils in order to successfully carry out its functions. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **Who We Are**

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Otley Primary School, Chapel Road, Otley, Ipswich, IP6 9NT, Tel 01473 890302  
Witnesham Primary School, High Road, Witnesham, Ipswich, IP6 9EX, Tel 01473 785252

### **Our Data Protection Officer**

The school's data protection officer is:

Schools' Choice (DPO) 01473 260741 or email [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)

### **Categories of Information**

The school collects and processes a range of information about its pupils. This includes:

- 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)
- Assessment Information
- Medical Information
- Special Needs Information
- Behavioural records
- Exclusions; part time, internal or external
- Child Protection and Safeguarding information

### **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 and promote the welfare of pupils
- to fulfil our contractual and other legal obligations
- to provide additional activities for pupils, for example, activity clubs and educational visits
- to protect and promote our interests and objectives - this includes fundraising

### **The Lawful Basis On Which We Use This Information**

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

### **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.

We may acquire Personal Data in a number of ways including, without limitation, the following:

- parents of pupils may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website;
- we may acquire Personal Data from other parents, or from people outside of the community who know parents or from the pupils themselves; and
- we may acquire Personal Data from third parties such as schools and nurseries, public authorities, public sources or from commercial sources such as credit reference agencies.

### **Storing Pupil Data**

We hold pupil data for up to 7 years whilst the pupil remains at our school. The file will follow the pupil when he or she leaves the primary school. This will include:

- to another primary school
- to a secondary school
- to a pupil referral unit
- if the pupil dies whilst at primary school, the file will be returned to the local authority to be retained for the statutory retention period

- if the pupil transfers to an independent school or is home schooled or leaves the country, the file will be returned to the local authority to be retained for the statutory retention period

### **Who We Share Pupil Information With**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse
- Child Protection teams

### **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 our local authority (LA) and the Department for Education (DfE) under section 3 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 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>

### **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, please contact Schools' Choice (DPO) 01473 260741 or email [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org).

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, 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/>

### **Further information**

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

Schools' Choice (DPO) 01473 260741 or email [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org).