



*We are all part of God's vine and are rooted in His rich soil. We are nurtured and supported so that we may grow and spread out into the world to love and to serve.*

*I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit.*

John 15:5

## **Goring CE Primary School Privacy Notice (How we use pupil information)**

**Goring CE Primary School is the Data Controller for the use of personal data in this privacy notice**

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as GP information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, and any previous schools attended)
- Assessment information relating to academic performance (such as key stage 1 & 2 and phonics results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Information relating to the safety of pupils
- Parental payments made for items such as school trips and school meals.

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

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:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to ensure the safety of the child
- to assess the quality of our services
- to meet the statutory duties placed upon us by the Department for Education.

## **The lawful basis on which we use this information**

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

We collect and use pupil information under Article 6 of the EU GDPR <http://www.privacy-regulation.eu/en/article-6-lawfulness-of-processing-GDPR.htm>.

We apply paragraph 1 of Article 9 of the EU GDPR unless one of the exceptions under paragraph 2 applies <http://www.privacy-regulation.eu/en/article-9-processing-of-special-categories-of-personal-data-GDPR.htm>.

Under the terms of the Education Act 1996, we supply specified census data to the Department for Education (DfE) <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Collecting pupil information**

We collect pupil information via different methods. Parents complete registration forms when their child starts school and these are stored securely for the required period of time.

Pupil data is essential for the school's operational use. 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 as long as a pupil is at this school and then up to a maximum of seven years after they have left the setting. We do not hold data longer than is necessary.

For more information about the gathering, processing and secure storage of data, see the Data Protection Policy on the school website.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the local authority
- the DfE
- school nurse service
- services that provide SEND support
- services that provide pastoral and pupil safety support.

## **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 pupil data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## **The Department for Education**

The DfE collects personal data from educational settings and local authorities via various statutory data collections. 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 those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

For more information, please see 'How Government uses your data' section below.

### **Local Authorities**

We may be 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 the School Administrator, Mrs Sarah McKechnie (email: office.3803@goring.oxon.sch.uk or tel. 01491 872289).

You also have the right to:

- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- 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/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- have your personal data rectified if it is inaccurate or incomplete

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/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section below.

### **Withdrawal of consent and the 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 the School Administrator, Mrs Sarah McKechnie (email: office.3803@goring.oxon.sch.uk or tel. 01491 872289).

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on January 31st 2022.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact Mrs Sarah McKechnie (email: office.3803@goring.oxon.sch.uk or tel. 01491 872289).

## How Government uses your data

The pupil data that we lawfully share with the 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 and school accountability and intervention (for example, 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).

## Data-collection requirements

To find out more about the data collection requirements placed on us by the DfE (eg, 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 National Pupil Database (NPD).

The NPD is owned and managed by the DfE 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 DfE. 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## Sharing by the DfE

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the DfE's data-sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the DfE, you should make a 'subject access

request'. Further information on how to do this can be found within the DfE's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>