



Privacy Notice for Parents & Carers – How we use Pupil & Parent Information

What Categories of Pupil Information Are Processed?

The categories of personal pupil information that we process include the following:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, first language and eligibility for free school meals)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs and disabilities (SEND) information (including the needs and grading)
- Medical and administration (such as doctors' information, health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, reasons for absences and any previous schools you have attended)
- Assessment and attainment (including any relevant test and exam results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Why do we Collect and Use Pupil Information?

We collect and use pupil information for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment and progress



- To provide appropriate pastoral care
- To assess the quality of our services
- To monitor attendance
- To keep children safe
- To meet the statutory duties placed upon us for DfE data collections

What Categories of Parent Information Are Processed?

The categories of personal parent information that we process include the following:

- Personal identifiers and contacts (such as name, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Banking details

Why do we Collect and Use Parent Information?

We collect and use parent information for the following purposes:

- To allow for contact in an emergency
- To report on pupil attainment and progress
- To provide pastoral care
- To allow access to relevant services (such as catering, payments, communications)
- To meet the statutory duties placed upon us for DfE data collections

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 and parent information are:

Article 6:

1. Legal obligation



2. Public interest

Article 9:

1. To carry out obligations of the school
2. To carry out legitimate interests of the school

How do we Collect and use Pupil and Parent Information?

We collect your personal information via registration forms upon entry, data transfers from your previous school, child protection plans and other collections tools over the year.

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

How do we Store Pupil Data?

We hold pupil data securely for the duration of the time a pupil is at the school. We retain data beyond this time in line with DfE guidance.

Who do we Share your Information with?

We routinely share pupil information with:

- our local authority (LA)
- the Department for Education (DfE)
- schools that the pupils attend after leaving us
- NHS (if applicable)
- Other professionals (Social Services, Educational Psychologists etc)



- School Management Information Systems
- Booking and management systems (iPal)
- Communication systems (email, text)
- Payment systems (ParentPay)
- Assessment systems (NFER etc)
- Other curriculum tools (Tapestry, Seesaw etc)
- Other services (school photographer, Cool Milk etc)

Why do we Share your Information?

We do not share information about our pupils with anyone without consent unless the law or our policies allow us to do so.

Department for Education (DfE)

The DfE collects personal information from us 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:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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.



How the Government uses your Data

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 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 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-user-guide-and-supporting-information>.

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 pupils
- 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. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

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.
- 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/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.
- Seek compensation, either through the ICO or the courts.



If you want to request access to the personal information that we hold about you, please contact the data protection officer (DPO), Sophie Roberts, at St Gabriel's CofE Academy, Houlton Way, Houlton, Rugby, CV23 1AN.

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 ICO at <https://ico.org.uk/concerns/>.

How can you find out more Information?

If you would like to discuss anything in this privacy notice, please contact our DPO, Sophie Roberts, at St Gabriel's CofE Academy, Houlton Way, Houlton, Rugby, CV23 1AN.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website or the Gov.UK website.