

Bere Regis Primary and Pre-School Privacy Notice

Bere Regis Primary and Pre-School are the Data Controller for the purposes of GDPR. We are committed to keeping your personal information accurate and up to date. This privacy notice explains how we use your personal information and the ways in which we protect your privacy. The notice applies to all personal data that is collected by any of the means described below. All personal information held by Bere Regis Primary and Pre-School will be retained in line with the current Dorset County Council retention policy.

Why we collect and use pupil information

Bere Regis Primary and Pre-School have a lawful basis to collect personal data relating to pupils and their families. We may also receive information from a pupil's previous school, the Local Authority (LA), the Department for Education (DfE) and outside agencies such as The NHS.

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

- Article 6 of the GDPR
- Article 9 of the GDPR
- Section 537A of the Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013

Pupil information is collected for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep children safe
- To meet the statutory duties placed upon us for DfE data collections

How we collect pupil information

Bere Regis Primary and Pre-School collect pupil information via registration forms, letters, emails, telephone conversations and face to face meetings. We also collect information through Common Transfer File (CTF) or secure file transfer from a previous school. Information can also be collected from a third party such as the LA or The NHS.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information provided 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 consent. If consent is required Bere Regis Primary and Pre-School will provide you with specific information in order for you to provide informed consent.

What pupil information is collected

The categories of pupil information that we process include but are not restricted to:

- Personal information – such as names, dates of birth, contact details, addresses, unique pupil number
- Characteristics – such as ethnicity, language, nationality and country of birth, religion, free school meal/ pupil premium eligibility
- Safeguarding information – including court orders and professional involvement
- Special Educational Needs (SEND) – including needs, ranking and professional involvement
- Medical information – including GP information, allergies, illness, medication, dietary requirements and professional involvement
- Attendance – such as sessions attended, number of absences, reason for absence and attendance information from previous schools attended
- Assessment – such as Phonics results and end of Key Stage results
- Behavioural information – such as exclusions

How we store pupil information

Bere Regis Primary and Pre-School hold data securely for the amount of time as outlined in the Dorset County Council retention schedule. For more information on the data retention schedule please visit:

<https://www.dorsetforyou.gov.uk/media/pdf/q/b/schoolsretentionschedule.pdf>

To view the Bere Regis Primary and Pre-School data protection policy please visit: <http://www.bereregis.dorset.sch.uk/wp-content/uploads/2018/05/Data-Protection-Policy-2018.pdf>

Who we share information with

We do not share pupil information with anyone without consent unless the law and our policies allow us to do so.

Bere Regis Primary and Pre-School routinely share pupil information with:

- Schools that a pupil attends after leaving
- Our Local Authority
- The DfE
- The NHS

Bere Regis Primary and Pre-School are required to share pupil information with the DfE on a statutory basis. This is done through the school and the Local Authority via various statutory collections. The school is required to share pupil information under the lawful basis outlined in page one.

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

The National Pupil Database (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 department. Some of the information shared with the DfE through statutory data collections is passed to the NPD and is held in electronic format for statistical purposes

The law allows the Department to share pupils' 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 identifying or fighting crime

How government uses pupil information

The pupil information 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.
- Supports longer term research and monitoring of educational policy.

Requesting access to your personal information

Under data protection legislation, parents and pupils have the right to request access to information that is held about them. You also have the right to:

- Be informed about how Bere Regis Primary and Pre-School process information.
- Rectify any information that is inaccurate or incomplete.
- Have information erased or restrict processing, however this request will not be carried out if information is required to meet legal obligations.
- Object to your personal information being processed.
- Withdraw given consent at any time.

If you would like to discuss anything in this privacy notice please contact: Mr Roberts, Mrs Dale or Mrs Hobbs.

If you have concerns or complaint about the way we are collecting or using your personal information, you should raise your concern with us in the first instance or directly to the Information Commissioners Office at <https://ico.org.uk/concerns/>

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

NPD

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

For more information about the Department's NPD data sharing process go to

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>