



# Bearwood Primary School

## Privacy Notice for Parents and Carers

### **Privacy Notice (How we use information)**

Bearwood Primary School is the Data Controller for the use of personal data in this privacy notice. This document provides insight into how information about pupils is used in our school.

#### ***The categories of pupil information that we process include:***

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information (including needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage and phonics results, external examinations and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information relating to remote learning/pastoral support
- CCTV images

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

We collect and use pupil information for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep pupils safe and healthy (e.g. food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us (e.g. DfE data collections)

#### ***The lawful basis we rely on to process this information***

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing pupil information is:

- for the purposes of a), b), c) & d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
  - [section 537A of the Education Act 1996](#),
  - [the Education Act 1996 s29\(3\)](#)
  - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)

- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

### ***Collecting pupil information***

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 data protection legislation we will inform you at the point of collection whether you are required to provide certain pupil information or if you have a choice and we will tell you what you need to do if you do not want to share this information with us.

We collect pupil information via registration forms at the start of the school year, secure file transfer from previous schools and individual requests to parents/carers as and when required.

### ***Storing pupil data***

We store personal pupil data for as long as the child is attending Bearwood Primary School or for as long as we are required to by law or for as long as is necessary to complete the task for which it was originally collected. The recommended timeframe is set out in the *Information and Records Management Society's Toolkit for Schools*.

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

We do not share information about our children with any third parties 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 and the DfE under:

- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [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.

Where it is legally required, or necessary, and complies with the GDPR we also share pupil information with:

- Schools that the pupil attends after leaving us
- Or local authority
- The Department for Education (DfE)
- Our regulator, i.e. Ofsted
- The pupil's family
- The school nurse
- Educators and examining bodies
- Suppliers and service providers
- Health authorities/health and social welfare organisations

- Law enforcement/legal organisations

### **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.

### **Use of your personal information for marketing purposes**

Where you have given us consent to do so, the school may send you marketing information by e-mail promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these e-mails at any time by informing the school office.

### **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 the school using the details at the end of this document.

You also have the right to:

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to 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

### **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 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/>.

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or how they use your information, please contact

Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

### **Updates to this privacy notice**

We may need to update this privacy notice periodically, but the latest version will always be available on the school website.

## Contact

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To raise a concern or to make a complaint, please contact:

Role	Name	Email	Phone
Data Protection Officer	Lynne Amor School Business Manager	<a href="mailto:dpo@bearwood-pri.wokingham.sch.uk">dpo@bearwood-pri.wokingham.sch.uk</a>	0118 978 4628

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact:

If you would like to discuss anything in this privacy notice please use the contact details above.

## 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, school GCSE results or 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 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 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. 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 Department

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

- schools and 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 Department's NPD 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 Department:

- 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 Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department'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>