



Sussex Way
London N19 4JA
0207 2725620

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court order and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any special educational needs information
- Assessment information (such as SATs results, phonics results, EAL progress and general assessments)
- All relevant medical information (including doctor's information and Dietary requirements)
- Consents (including trips and use of photographs/videos)
- Accident and treatment records
- Behavioural and exclusion information
- Information provided to us by LA upon registering for the admissions process.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress and attainment
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to comply with the law regarding data sharing
- to comply with statutory requests for data from relevant authorities

The lawful basis on which we use this information

We collect and use pupil information under Article 6 sections:

- (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose. Eg use of photos on school website or newsletter.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract. Eg. use of details for School money on line payment system Eduspot.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations) Eg. DfE School census. From the data collected from the census this helps calculate the school's funding.
- (d) Processing is necessary to protect vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education)

We also process special category data under Article 9:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfil the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body (includes political, philosophical, religious or trade unions).

(g) Reasons of public interest in the area of public health.

(i) It is in the public interest.

Where we have obtained consent to use pupils' data, this consent can be withdrawn at any time.

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.

Storing pupil data

We hold pupil data whilst the child remains at Duncombe Primary School. The file will follow the pupil when he/she leaves Duncombe School. However, where there is a legal obligation to retain the information beyond that period, it will be retained in line with our retention policy. We have data protection policies and procedures in place, which are reviewed regularly. Further information can be found on our website (www.duncombeprimary.co.uk)

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- Department for Education (DfE)
- School nurse team
- Health and social welfare organisations
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Professional advisers and consultants
- Internet based sites as listed on your consent form
- Our auditors
- Police forces, courts, tribunals

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 share pupil information with statutory services in order to safeguard and promote the welfare of children in line with Department for Education (DfE) statutory guidance Working Together to Safeguard Children, 2015 and Keeping Children Safe in Education, 2018.

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. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. To make a request for your personal information, or be given access to your child's educational record, contact the school office (0207 2725620; success@duncombprimary.co.uk).

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact our DPO Barrie O'Shea via the school office.