

# Southwick Community Primary School



## Privacy Notice: How We Use Pupil Information

### The types of pupil information we collect, hold and share

We collect and process a range of information about pupils, including:

- Personal details (such as name, address and unique pupil number)
- Personal characteristics (including ethnicity, language, nationality, country of birth and eligibility for free school meals)
- Attendance records (for example sessions attended, absences and reasons for absence)
- Health and medical information where relevant
- Information relating to Special Educational Needs (SEN)
- Statutory assessment and attainment data

### Why we collect and use this information

We use pupil information in order to:

- Support teaching and learning
- Track and report on pupil progress and attainment
- Provide appropriate pastoral care and support
- Evaluate and improve the quality of our provision
- Meet our legal obligations, including data sharing requirements

### Our lawful basis for using pupil information

We are required to collect and use pupil data to fulfil our legal responsibilities in providing education, in line with legislation such as the Education Act 2006, the Education and Inspections Act 2006, and the Children Acts 1989 and 2004.

Our lawful basis for processing personal data is that it is necessary for compliance with a legal obligation, as set out in Article 6(1)(c) of the UK General Data Protection Regulation (UK GDPR).

Some of the data we process is considered “special category” data, including information about ethnicity, gender and health. This is processed under Article 9(2)(b) of UK GDPR, which allows us to meet our obligations in the field of education and safeguarding.

### Collecting pupil information

Most of the information we collect is required by law. However, some information is provided on a voluntary basis, such as consent for school trips, photographs or other media.

Where this is the case, we will make it clear whether you are required to provide the information or whether you have a choice. We will always respect your decision where consent is needed.

# Southwick Community Primary School



## How we store pupil information

We keep pupil records secure while your child attends the school. When a pupil transfers to another school, their records are passed on securely.

Records are typically retained until the pupil reaches the age of 25, after which they are securely destroyed in accordance with our retention policy.

We use a range of security measures, including physical, organisational and electronic controls, to protect personal data both when it is stored and when it is shared.

## Who we share pupil information with

We may share pupil information with:

- Schools that pupils attend after leaving us
- The local authority
- Relevant children's services organisations
- The Department for Education (DfE)
- Academy trusts or governing bodies where applicable
- Health services, including the NHS and school nursing teams
- Approved external providers who process data on our behalf
- Specialist professionals such as educational psychologists, therapists and child mental health services

## Why we share pupil information

We do not share pupil information without consent unless it is required or permitted by law. Where consent is needed, we will always seek this from parents or carers.

We are required to share certain information with the Department for Education (DfE) and the local authority. This supports areas such as school funding, performance monitoring and national statistics.

This data sharing is carried out in accordance with the Education (Information About Individual Pupils) (England) Regulations 2013.

## The National Pupil Database (NPD)

The National Pupil Database is managed by the Department for Education and contains information about pupils in schools across England. It is used to support research, policy development and statistical analysis.

Schools are legally required to provide information to the DfE for inclusion in the NPD through statutory data collections such as the school census.

The DfE may share information from the NPD with approved third parties who are involved in promoting the education or wellbeing of children. Strict controls are in place to ensure data is handled securely and only used for appropriate purposes.

# Southwick Community Primary School



## 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 to request access to your child's educational record, please contact the School.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection Regulation

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/>

## Concerns or complaints

If you have any concerns about how we use pupil information, please contact us in the first instance.

You also have the right to raise concerns with the Information Commissioner's Office (ICO) via their website: <https://ico.org.uk/concerns/>