



**Privacy notice for pupils –  
provided to parents and carers**

**(How we use pupil information)**

**Darrington CE Primary School**

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### **Shine, Share, Flourish.**

We **shine** our light for each other.

We **share** peace, respect and friendship.

We **flourish** and grow together

‘Your word is a lamp to my feet, a light to my path.’ Psalm 119

### **Who we are:**

Darrington CE Primary school is a stand-alone Academy.

Our postal address is Darrington CE Primary School, Denby Crest, Darrington, WF8 3SB.

If you would like to contact us about your personal information you can contact our Data Protection Officer Mr Neil Stott. This can be done by contacting the school, leaving a letter at reception, or by post.

### **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 (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, school lunch and catering provision, medication and dietary requirements)

- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as phonics results and KS2 assessment data)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive and may be amended to include other categories as required. To access the current list of categories of information we process please see our privacy notice on the website [www.darringtonschool.org.uk](http://www.darringtonschool.org.uk)

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

Darrington CE Primary School collects and uses personal information relating to our pupils and we may also receive information from their previous settings/school, Local Authority, other professional agencies, and the Department for Education (DfE).

We collect and use pupil information, for the following purposes:

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

This information will include pupils contact details, national curriculum assessment results, attendance /exclusion information, any special educational needs, and where you will go after you leave our school. It will also include any relevant medical information and photos.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are in accordance with Articles 6 and 9 of GDPR and are;

- we are under a legal obligation to collect this information, or it is necessary for us to meet our legal requirements imposed upon us such as our duty to safeguarding
- it is necessary for us to hold and use this information so we can look after our pupils effectively. This is also in the public interest as every child has the right to an education
- there may be times when we do not need your consent to use this information, such as safeguarding/legal requirements. However if at any time we need to use your personal information in a way which means that we would need your consent then we will explain this to you/parent/carer and ask for consent. This would usually be if the school becomes involved in something additional to usual activities but we feel will benefit pupils

In addition we collect special category data in accordance with article 9 GDPR including;

- race, ethnicity and religion
- relevant medical information
- Special Educational Needs and Disabilities information

If a pupil has a severe allergy or is thought to be at risk of needing emergency medical care then this will be shared with all relevant staff within school to ensure a child's safety.

## **How we collect information**

We collect pupil/parent/carer information via the Home/School agreement at the start of each year and emergency contact forms which will be updated as required. We will also collect information from Common Transfer File (CTF) or secure file transfers from previous school or nurseries, and Department for Education (DfE).

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 we store pupil data**

We hold pupil data securely for a set amount of time shown in our data retention schedule which is usually until a child leaves our school. For more information on our data retention schedule and how we keep your data safe, please visit [www.darringtonschool.org.uk](http://www.darringtonschool.org.uk)

All of our data is stored in secure server locations and in locked locations both on and off the school site which are restricted to designated staff members. We also use encrypted back up data disks, encrypted employee laptops and encrypted memory sticks. Further details can be found in our IT Policy at [www.darringtonschool.org.uk](http://www.darringtonschool.org.uk)

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- professional support services
- the Department for Education (DfE)
- School Nursing
- NHS
- CAMHS (Child and Adolescent Mental Health Service)
- education and homework software systems such as Mathletics, TT Rockstars, Testbase - These will only be provided with pupil name and Academy.
- other software systems including CPOMS, Integris, and Parentpay

## **Why we regularly 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.

However, we need to share information with agencies such as LA, School Nursing or other relevant professionals to ensure the well being of our pupils and to meet our legal obligations such as safeguarding. We also have a statutory to share information with the DfE and systems such as Integris, which is the registration system used to collect attendance information about a pupil. Data is transferred through secure connections and is also encrypted.

We share information with software providers such as Parentpay to allow parents to use these platforms to interact with school for payments and information provision from school.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

### School census

- regulation 5 of 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.

### 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, contact Mrs Vicky Meadows, Data controller

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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: **Mrs Vicky Meadows**, Darrington CE Primary School, Denby Crest, Darrington, WF8 3SB.

### 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 for Education

The law allows the Department to share pupils' personal 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 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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>

To contact DfE: <https://www.gov.uk/contact-dfe>

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