



**Basildon C.E. Primary School**  
**PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES**  
**IN OUR SCHOOL**  
**(GDPR)**

Basildon C.E. Primary School is the Data Controller of the personal information parents and pupils provide to us. This means the school determines the purposes for which and the manner in which any personal data relating to pupils and their families is to be processed.

In some cases your data will be outsourced to a third party processor. This will only be done with your consent unless the law requires the school to share your data. Where the school outsources data to a third party processor the same data protection standards that Basildon C.E. Primary School upholds are imposed on the processor.

Our Data Protection Officer is Thomas Ng at West Berkshire Council. His role is to oversee and monitor the school's data protection procedures and to ensure we are compliant with the GDPR. How to contact him is detailed under the contacts section at the end of this notice.

Our Data Manager is the School Business Manager.

**Why do we collect and use pupil information?**

Basildon C.E. Primary School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, Local Authority and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

## **Which data is collected?**

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

- Personal information (such as name, unique pupil number, date of birth, home address and home contact information)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as optional tests results, national curriculum assessment results)
- Relevant medical information
- Information relating to Special Educational Needs and Disabilities (SEND)
- Behavioural information (such as number of exclusions)

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us or recorded by 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. Where consent is required the school will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

## **How long is your data stored for?**

Personal data relating to pupils at Basildon C.E. Primary School and their families is stored in line with the school's GDPR Data Protection Policy available on our school website.

In accordance with the GDPR the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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

We routinely share pupil information with:

- schools that our pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS (such as school nurses, optometrists)

## **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 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.

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. 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 DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research and 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 the DfE: <https://www.gov.uk/contact-dfe>

## **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Basildon C.E. Primary School uses your personal data
- Request access to the personal data that Basildon C.E. Primary School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- In certain circumstances request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted or prevented for the purpose of direct marketing
- Object to decisions being taken by automated means.

## **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 our Data Protection Officer.

If you have a concern 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 Information:**

Mrs Pam Slingsby, School Business Manager – [finance@basildonprimary.org.uk](mailto:finance@basildonprimary.org.uk)

Mr Thomas Ng, Data Protection Officer – [thomas.ng@westberks.gov.uk](mailto:thomas.ng@westberks.gov.uk)