



# **Loughton School**

## **Privacy Notice for Pupils**

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

We collect and use pupil information mainly under our legal requirements to provide education.

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
- to meet the statutory duties placed upon us for DfE data collections and other legal requirements
- to communicate with parents/carers about school and community events and services
- to use images for the school website and other publicity and display purposes (we ask you for permission to use photographs for this purpose)

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

- Contact and individual details such as name, date of birth, unique pupil number, parent carer information and contact details
- Characteristics such as ethnicity, language, nationality and free school meal eligibility
- Child protection and safeguarding information
- Attendance information such as sessions attended, number of absences, absence reasons and any previous schools attended
- Assessment and attainment information
- Relevant medical information such as doctor's information, allergies, medication and dietary requirements and care plans
- Special Educational Needs information
- Exclusions and behavioural information
- Records concerning participation in learning activities in school, attendance at school clubs and on school trips
- Photographs and images

## **The lawful basis on which we use this information**

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

- to comply with a legal obligation, mainly under the Education Act.

- to perform an official task in the public interest, i.e. to run a school and teach pupils.
- with parental consent to use it in a certain way, for example photographs
- to undertake equal opportunities monitoring in the public interest under UK equality legislation
- to protect the vital interests of pupils, for example medical conditions and allergies

### **Collecting pupil information**

We collect pupil data from the admission forms parents complete when a pupil joins the school and also by electronic and paper file transfer from the child's previous school. We create and retain information about pupils' learning progress and their participation in school activities.

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 the UK General Data Protection Regulation (UK GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. We will tell you what to do if you do not want to share this information with us.

### **Storing pupil data**

We hold pupil data for varying lengths of time depending on what the information is and according to the school's data retention policy (available on request). In general, most information about individual pupils is only held until they leave the school.

Computerised records are held on the school's database and paper records are locked away when not in use. If we use external systems and providers to process information about pupils, we make sure that they comply with data protection legislation.

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

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Milton Keynes City Council)
- The Department for Education (DfE)
- School nurse service (part of NHS) for national child measurement programme and immunisations. This includes pupil name, date of birth, gender, ethnicity, and parent contact details.
- Organisations we commission to deliver services on our behalf, including:
  - Microlibrarian – pupils' names and dates of birth are submitted to enable access to the online library system
  - Insight – pupils' assessment data is used to help analyse attainment

- Parentpay and ParentMail – pupils’ personal information such as date of birth, address and UPN (unique pupil number) are shared to enable a link to online payments
- Meritec – pupils’ names and dates of birth along with behaviour, pastoral, safeguarding and child protection issues are shared when appropriate
- Timetable Rockstars – pupils’ names and dates of birth are shared to enable access to the software

We may also have to share pupil information with other organisations from time to time, when permitted by law, such as auditors, professional advisers and consultants, Ofsted, police forces and courts.

When we share information we only pass on the minimum amount necessary for the purpose and when we share information with service providers we ensure that they comply with UK data protection law.

### **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) under 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](#).

To find out more about this please see ‘How the Government uses pupil data’ at the end of this Notice.

### **Parents’ and pupils’ rights concerning 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 the Head teacher at the school (details below).

Depending on the school’s legal basis for processing different categories of data, you may also have the right to:

- have personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict processing of personal data (i.e. permitting its storage but no further processing)
- object to direct marketing and processing for the purposes of statistics and research
- object to decisions being taken purely by automated means, where it produces a legal or similarly significant effect on you/your child
- a right to seek redress, either through the ICO, or through the courts
- to withdraw any consent you have given for the taking and publication of photos, by contacting the school office.

To exercise any of these rights, or if you have a concern or complaint about the way

we are collecting or using personal data, please contact Sarah Tompkins at the school in the first instance. If you are not happy with the school's response, please contact the school's Data Protection Officer.

If you are not satisfied by the school's or the Data Protection Officer's response you can make a complaint 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:

Sarah Tompkins 01908 665971 email: [tompkinss@loughton.school](mailto:tompkinss@loughton.school)

Beverley Midwood (Data Protection Officer) 01908 505338 email: [beverleydpservices@gmail.com](mailto:beverleydpservices@gmail.com)

## **How the Government Uses Pupil 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 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 DfE 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 personal information about our pupils from the NPD 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>

*Based on DfE Privacy Notice for pupil information last modified July 2021. Updated for Loughton School 2023*