



Privacy Notice

(How we use pupil information at William Barnes Primary School)

Reviewed by the Finance and Personnel Committee: 28.11.2022

Review date: November 2024

Signed by

Headteacher: Karen Wrixon

Chair of Governors: Chris Jones

The categories of pupil information that we collect, hold and share 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 doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant



results)

- behavioural information (such as exclusions and any relevant alternative provision put in place)
- record of meetings/telephone calls with parents/carers
- catering and free school meal management information
- school trips and activities
- identity management/authentication
- Incidents of concern

This list is not exhaustive, to access the current list of categories of information we process please see [Privacy Notice - How we use pupil information \(williambarnes.dorset.sch.uk\)](#)

Why we collect and use pupil information

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

- a) to monitor and report on pupil attainment progress
- b) to provide appropriate pastoral care
- c) to assess the quality of our services
- d) to keep children safe (food allergies, or emergency contact details)
- e) to meet the statutory duties placed upon us for DfE data collections
- f) support learning
- g) meet the statutory duty placed upon us to report infectious diseases e.g., supporting the Covid-19 test and trace system
- h) to support pupil learning
- i) To safeguard children



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

6(1)(e) to perform a task carried out in the public interest i.e. provide education. 6(1)(b) to enter into or carry out a contract e.g. provide meals, trips, transport, uniform, professional photos, childcare. 6(1)(c) to comply with the law e.g. recording attendance, publishing results, data sharing with child protection partners like social care, the NHS and the Local Authority etc. 6(1)(a) having your consent e.g. using images and names publicly. When we process sensitive personal data like medical information we rely on the lawful bases: 9(2)(h) to prevent medical problems, assess needs, and to support health & social care services e.g. Education Health & Care Plans (EHCP), records of medicine administration. 2 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, Covid-19 or eColi, to local and national government departments; 9(2)(f) to defend a legal claim against us e.g. some special educational needs and all accident records etc. This list is not exhaustive.

We collect and use pupil information to run school and manage pupils under section 537A of the Education Act 1996, under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013, and under the Education (Pupil Registration) (England) Regulations 2006; and for monitoring and research under section 83 of the Children Act 1989.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

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.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

We will only keep pupil information for as long as we need it or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until the pupil's 25th birthday unless the pupil moves to a new school, in which case we send the file to the new school. **We have a policy which explains how long we keep information, it is called the Records Retention Policy and if you would like to discuss this in greater detail please contact the Headteacher, Karen Wrixon.** Any personal data that we are required to keep about pupils is securely stored, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a



particular pupil. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored in/on our secure systems. We keep an overall summary of attainment and performance of pupils in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Schools doctor / nursing team
- NHS

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.

We share pupils' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority and the Department of Education (DfE) under Section 3 of the Educational (Information About Individual Pupils (England) Regulations 2013.

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to www.gov.uk/education/data-collection-and-censuses-for-schools.



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 Karen Wrixon – Headteacher at office@williambarnes.dorset.sch.uk or call 01258 472257.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- 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 Regulations
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Karen Wrixon – Headteacher at office@williambarnes.dorset.sch.uk or call 01258 472257.



Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **23rd November 2022**.

Contact

If you would like to discuss anything in this privacy notice, please contact Karen Wrixon – Headteacher at office@williambarnes.dorset.sch.uk or call 01258 472257.

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)

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

The law allows the Department to share pupils' personal data 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>.

William Barnes



Where every child counts

William Barnes Primary School
Bridge Street
Sturminster Newton
Dorset
DT10 1BZ

office@williambarnes.dorset.sch.uk

<https://williambarnes.dorset.sch.uk>

Tel: 01258 472257

Headteacher: Mrs Karen Wrixon

Reviewed by the Finance and Personnel Committee: 28th November 2022

Signed by

Headteacher: Karen Wrixon

Chair of Governors: Chris Jones

Name of child:



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Headteacher: Mrs Karen Wrixon

**I confirm that I have received, read and understood the Privacy
Notice regarding pupil information dated November 2022**

Signed:

Date: