



Privacy Notice for Parents/Carers (How we use Pupil Information)

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

- Personal information (such as name, unique pupil number and address)
- Parental Information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reason)
- Assessment data
- Special Educational Needs
- Medical Information and Allergies
- Welfare Information (such as looked after, adoption, etc)
- Photographs
- Behaviour, Rewards and Exclusions

Why we collect and use this information:

We use the pupil data:

- 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

The lawful basis on which we use this information:

We collect and use pupil information under Article 6(1)(c) – legal obligation and Article 9(2)(d) – Legitimate Activities and Article 9(2)(e) and to comply with the Education Act 1986.

Collecting pupil information:

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 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.

Storing pupil data:

We hold pupil data for the duration of their education with school, thereafter records are transferred to the next education setting and removed from our electronic database at the end of the academic year in which they leave.

Who we share pupil information with:

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our Local Authority
- the Department for Education (DfE)

- the NHS and other partner health organisations
- third party software providers for the purposes of the curriculum

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.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring
- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Our regulatory body i.e. Ofsted

Data collection requirements:

To find out more about data collection requirements placed upon 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 Department for Education and contains information about pupils in schools in England and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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 for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your 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>

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 in the first instance the School Business Manager on gdpr@stgabrielsce.rochdale.sch.uk

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
- say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than a person)

- have incorrect data corrected, deleted or destroyed
- claim compensation if the Data Protection regulations are broken

If you have a concern about the way we are collecting or using your personal data please raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>