



**Buckingham Park**  
Church of England Primary School  
Excellence, through God who strengthens us

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**School Policy Document:**  
**PRIVACY NOTICE FOR PUPILS**

<b>Date Adopted by Full Governing board:</b>	26/02/2019
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<b>Next review due by:</b>	30/04/2022

# **PRIVACY NOTICE FOR PUPILS**

## **(How we use pupil information)**

### **1. Introduction**

1.1. Buckingham Park Church of England Primary School, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

1.2. 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
- medical and administration (such as doctors 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)

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

2.1. We collect and use personal information relating to our pupils and may also receive information about them from their previous school, LA and/or the DfE. This information is used:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing
- to safeguard pupils

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

3.1. The condition for processing under the GDPR will be:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

- The Education Act 1996 – Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.
- The Children’s Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

#### **4. How we collect pupil information**

- 4.1. We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.
- 4.2. 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.

#### **5. How we store pupil data**

- 5.1. Personal data relating to pupils at Buckingham Park Church of England Primary School and their families is stored in line with the School’s GDPR Data Protection Policy. This document details the types of data stored, how we manage and secure that information and how long we keep the data for.

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

- 6.1. We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Buckinghamshire County Council)
- the Department for Education (DfE)
- relevant specialist staff, including the school nursing team, physiotherapists, occupational therapists, and other parties where there is a legal basis for doing so.
- Third party curriculum and school management systems for the purposes of teaching and learning and/or school management (for example, we will share limited personal information for the purposes of setting up pupil accounts for online learning resources)

#### **7. Why we regularly share pupil information**

- 7.1. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- 7.2. We share pupil’s data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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](#).
- 7.6. For more information, please see ‘How Government uses your data’ section.

## 8. Requesting access to your personal data

8.1. 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 Hayley Jackson, our School Business Manager and Data Controller, via email: [finance@buckinghampark.org](mailto:finance@buckinghampark.org)

8.2. 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

8.3. 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/>

## 9. Data collection requirements

9.1. 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>

9.2. 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>

## 10. Sharing by the Department

10.1. 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

10.2. 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)

10.3. 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>

- 10.4. 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.
- 10.5. 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>
- 10.6. To contact DfE: <https://www.gov.uk/contact-dfe>

## **11. Data Protection Officer**

- 11.1. We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO: Nicola Cook, Data Protection Officer and Head of Governor Services, National Learning Trust, Learning Campus, Stablebridge Road, Aston Clinton. HP22 5NE. Tel: 01296 872345. Email: [dpo@learningtrust.net](mailto:dpo@learningtrust.net)

## **12. Changes To This Privacy Notice**

- 12.1. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.