



Privacy Notice for Pupils

How we use pupil information

Why do we collect and use pupil information?

We collect and use pupil information under the Education Act 1997, paying regard to current Data Protection law and the GDPR from May 2018.

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
- For contextual information including contacting parents

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

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, religion and country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Behavioural information
- Post-16 destination information

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 time on the School roll, and for a period of time afterwards that varies according to the nature of that particular data. For example, information about safeguarding, or an accident, may be kept longer than SEN information. If you would like a full list of current data-retention timescales, contact the Bursar.

Who do 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)

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 share pupils' data with the Department for Education (DfE) because we have to by law.

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.

Data collection requirements

To find out what the Department for Education asks us about our pupils (e.g. 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 run by the Department for Education and contains information about pupils in Schools in England. It provides evidence on educational results to help it understand better how to improve education.

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 pupil information we share with the department, for the purpose of data collections, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-Schools>.

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 about our pupils from the NPD with other organisations 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 security in place to ensure that information about you is kept safe and is only seen by people they feel have a good reason for being allowed to see it. They take into account:

- Who is requesting the data
- Why they want it
- How personal the data is
- 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 to (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under Data Protection and GDPR laws, 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 Principal.

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 (such as junk mail)
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

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

If you would like to discuss anything in this privacy notice, please contact:

- The Bursar (bursar@st-margarets.co.uk) or the Principal (principal@st-margarets.co.uk)

For more information about your rights and the School's responsibilities, please download the Parents' and Teachers' Privacy Notice from the Policies section of the School website.

This privacy notice should be read in conjunction with the School's Data Protection Policy and its Retention and Record Keeping schedule. These are both available upon request by emailing the Data Controller [c/o enquiry@st-margarets.co.uk](mailto:c/o_enquiry@st-margarets.co.uk)