



November 2024

Privacy Notice for Pupils, Parents/Carers (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how the academy collect, store and use personal data about pupils and their families.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tim Pinto (see 'Contact' below).

Who processes your information?

St John's (CE) Primary Academy is the data controller of the personal information you provide to us. This means the academy determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the academy to share your data. Where the academy outsources data to a third-party processor, the same data protection standards that the academy upholds are imposed on the processor.

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 (including the needs and ranking)
- medical and administration (such as doctor 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 EYFS, key stage 1 and phonics results, key stage 2)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs and videos

Why we collect and use pupil information

The personal data collected is essential, for the academy to fulfil their official functions and meet legal requirements.

We use pupil data to:

- support pupil learning
- monitor and report on pupil attainment progress
- provide appropriate pastoral care

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- 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 Department for Education (DfE) data collections

The lawful basis on which we use this information

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

- we need to comply with a legal obligation
- we need to perform an official task in the public interest

Less commonly, the academy may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using pupils' personal information overlap, and there may be several grounds which justify the academy's use of this data.

Collecting pupil information

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

Pupil data is essential for the academy's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 keep personal information about pupils while they are attending our academy. We may also keep it beyond their attendance at our academy if this is necessary in order to comply with our legal obligations. Our retention schedule/records management policy states how long we should keep specific data.

Who we share pupil information with

St John's (CE) Primary Academy will not share your personal information with any third parties without your consent, unless the law and our policies allow us to do so. If a parent/carer wishes to see this list please contact the academy office.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- local authorities
- the Department for Education (DfE)
- the NHS

Personal data of employees, parents or visitors to the academy may be shared with NHS / Public Health Agencies in the event of a serious medical or health incident.

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 for 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 the Department for Education (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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 the academy office at admin@stjohnsacademyclifton.co.uk / academy Data Protection Officer, Tim Pinto, at tpinto@esafetyoffice.co.uk.

Depending on the lawful basis above, you may also have the right to:

- have your 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 our processing of your personal data (i.e. permitting its storage but no further processing)
- object to processing for the purpose of direct marketing
- object to decisions being taken by automated means where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 the Department for Education (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 admin@stjohnsacademyclifton.co.uk

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 22.11.2024.

Contact:

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

- Mrs R Townsend, Interim Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)

How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (DfE) for example, via the school census) 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 Department for Education (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 for Education (DfE).

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-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the 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 the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>