

*Learning, to make a difference,  
in God's world*

# Pilgrims' Cross CE Aided Primary School



## Pupil Privacy Notice

Reviewed By	Data Protection Officer	Authorised By	FGB
Last Review	July 2021	Review Cycle	

## Pilgrims' Cross CE Aided Primary School

Every decision we make as a school is driven by our WHY, the school VISION, detailed below, which is based on the school VALUES of LOVE, COURAGE and TRUST.

“Children at Pilgrims' Cross CE Aided Primary School will be LOVING, COURAGEOUS and TRUSTWORTHY so they can become TALENTED, ROLE MODELS and make a POSTIVE DIFFERENCE in GOD's WORLD.”

We have decided that our educational provision will be providing Adventurous Learning for ALL. Adventurous Learning has 5 elements – Interesting Destination and Flexible Maps (Our Curriculum), BEING A GREAT GUIDE (how to ensure our children learn), ADVENTURE SKILLS (Personal Development) and UP FOR IT ATTITUDE (Personal Development and Behaviour)

The result of this VALUES / VISION driven education is we are working towards being a TRANSFORMATIONAL SCHOOL, which is where ALL children achieve better than anyone would have expected!

The Privacy Notice demonstrates and focusses on the school's value of Trust.

# **PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL**

## **Privacy Notice**

### **How we use personal information**

#### **Why do we collect and use personal information?**

We collect and use personal information:-

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral and medical care
- To assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- To comply with the law regarding data sharing (including legal requirements to share data with the local authority and Department of Education)
- To keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

#### **The categories of personal information that we collect, hold and share include:-**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Behavioural information

#### **Legal Basis for Processing**

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where 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. When the personal information is Special Category Information we may rely in processing being the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and frame work Act 1998 and the Equalities Act 2010.

The following is a list of the lawful reasons (from Article 6, GDPR) which enable us to collect data:

- Data subject gives consent for one or more specific purposes
- Processing is necessary to comply with the legal obligations of the controller
- Processing is necessary to protect the vital interests of the data subject
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education)

Our lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- Necessary for establishing, exercising or defending legal rights
- Necessary for reasons of substantial public interest
- Necessary and authorised by law for employment obligations
- Necessary to protect the vital interests of the data subject and consent is not feasible

### **Collecting personal information**

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We hold pupil data for/in accordance with our retention schedule. Information about this can be found by asking at the school office.

### **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)
- The pupil's family and representatives to provide school reports, assessment information
- Ofsted
- Catering, trip, uniform sales and extended services payment service providers
- Pupil and parent communication service providers

- School Photographer
- NHS
- School Nurse
- Examination boards and moderators
- Pupil learning service providers
- IT service provider
- Website service provider
- Catering/milk service providers
- SEN, safeguarding and assessment providers
- Professional advisers and consultants to advise the school on educational and health issues
- Police forces and courts
- Health and social welfare organisations such as CAMHS
- Friends of Pilgrims' Cross

### **Why we share pupil information**

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

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.

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 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>.

### **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.

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>.

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.

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/dfе-external-data-shares>

For more information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

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

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

### **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 education record, contact Mrs Heather Borley on 01264 365434 or via email: [h.borley@pilgrimscross.co.uk](mailto:h.borley@pilgrimscross.co.uk).

You have the right, subject to some limitations 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

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 Commissioners' Office at <https://ico.org.uk/concerns/>

## Contact

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

- Mrs Heather Borley, Data Protection Officer  
01264 365434  
[h.borley@pilgrimscross.co.uk](mailto:h.borley@pilgrimscross.co.uk)
- We, Pilgrims' Cross CE (A) Primary School, are the Data Controller for the purposes of data protection law.