



Privacy Notice – May 2018

Pupil information and data will be held, used and shared in accordance with Data Protection Act (1998) legislation and the General Data Protection Regulation (GDPR), 25th May 2018.

How we use pupil information

The pupil data we collect is essential in order for the school to fulfil our official functions and meet legal requirements. We use pupil data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide the appropriate pastoral care on an individual, pupil-centred basis
- Assess the quality of our services
- protect public monies against fraud

Under GDPR, the lawful bases we rely on for the processing of pupil information are:

- In accordance with the legal basis of 'Public Task': collecting the data necessary to perform tasks that schools are required to perform as part of their statutory function
- In accordance with the legal basis of 'Vital Interests': to keep children safe (food allergies or medical conditions)
- In accordance with the legal basis of 'Legal Obligation': data collected for DfE census information

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

- Personal information (including full names, unique pupil number and address)
- Characteristics (including ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (including sessions attended, number of absences and absence reasons)
- Assessment and attainment information
- Special needs information
- Relevant medical information
- Behavioural records (including exclusions)

To ensure your child's information is kept safe, we have the following controls in place:

- The information will not be used for any purpose other than those stated in this Privacy Notice
- The information will be held within secure systems/locations with appropriate levels of security that comply with the relevant data protection legislation
- Information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- Information will be held for periods stated in our school Record Retention Policy and Schedule, after which it will be destroyed. The Record Retention Policy and Schedule can be found on this page of the school website:

www.muggintonschool.co.uk/OfficialBits/OfficialBits



Collecting pupil information

We obtain pupil information via our Parental Information and Permissions document and other registration forms at the beginning of each academic year. In addition, when a child joins from another school, we are sent a secure file containing relevant information.

The majority of pupil information you provide to us is required by law, however some is provided on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you of whether you are required to provide certain pupil information to us or if it is on a voluntary basis.

To find out more about the data collection requirements placed on us by the Department for Education (for example, school census data), please visit:

www.gov.uk/education/data-collection-and-censuses-for-schools.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)

Why we share pupil information

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

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority. These data inform school funding and educational attainment policy and monitoring. All data is transferred securely and held by the DfE under a combination of software and hardware controls.

We are required to share information about our pupils with our local authority and the DfE under section 3 of The Education Regulations 2013. The local authority Privacy Notice is available here:

www.derbyshire.gov.uk/privacynotices

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains much of the data about pupils in England. It provides evidence on education performance to inform independent research, as well as for 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 and early years' census. To find out more about the NPD, please visit:

www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

DfE and information sharing

The law permits the DfE to share pupils' personal data with certain third parties who promote the education and/or well-being of children in England to support research and data-analysis; produce statistics and provide information, advice or guidance.

Such third parties include:

- Schools
- Local authorities
- Researchers



- Organisations connected with the promotion of education and the well-being of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

The DfE has robust processes in place to ensure the confidentiality of data is maintained and there are strict controls in place regarding access to and use of these data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and are based upon a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- The arrangements in place to store and handle the data

Organisations and individuals must comply with strict terms and conditions covering confidentiality and handling of data, security arrangements and retention to be granted access to pupil information.

For more information about the department's data sharing processes, please visit:

www.gov.uk/data-protection-how-we-collect-and-share-research-data

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

www.gov.uk/government/publications/national-pupil-database-requests-received

To contact the DfE:

www.gov.uk/contact-dfe

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to the information about them that we hold. To make a request for your or your child's personal information, or to be given access to your child's educational record, contact:

The school office:

Mrs V Horobin and Mr J Green on 01335 360261 or email info@mugginton.derbyshire.sch.uk

In addition, you have the right to:

- Object to the 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
- 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 or your child's personal data, please raise your concern with school in the first instance. Alternatively, you can contact 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 school

Mrs Horobin (Bursar) & Mr Green (Headteacher) - info@mugginton.derbyshire.sch.uk 01335 360261