

Mugginton Church of England Primary School



Privacy Notice – September 2023

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:

- 1) 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
- 2) In accordance with the legal basis of 'Vital Interests': to keep children safe (food allergies or medical conditions)
- 3) 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.mugginton.school.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. In order 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 or not 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 in order 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 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 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 school

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

Mugginton Church of England Primary School



Privacy Notice (Staff) – September 2023

Data Protection Act 2018 and General Data Protection Regulation Privacy Notice (How we use school workforce information)

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Relevant medical information

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- Ensure the school is a safe and secure environment for pupils and staff to work in

The lawful basis on which we process this information

We process this information under the basis of Article 6, and Article 9 of the GDPR from 25 May 2018) and the Education Act (1996).

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for the periods set out in the County Records of Retention document <https://www.mugginton-school.co.uk/Facts/FactsFiles/FactsPolicies/MPSRetentionRecordsPol.pdf>

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

In line with our Statutory duties set out in the Education Act (1996), Education (Supply of Information about the School Workforce) (England) Regulations 2007, in school policies such as Financial Procedures and Regulations and in key Safeguarding documents: Keeping Children Safe in Education (2018). Working Together to Safeguard Children (2018) and the Prevent Duty (2015).

Why we share school workforce information

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

Local authority We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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

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

To be granted access to school workforce information, organisations must comply with its 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>

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Vanessa Horobin, School Bursar. Or the Data Protection Officer (DPO), Mr Joseph Green.

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
- 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, we ask 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/>

Further information

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

Mrs Vanessa Horobin School Bursar 01335 360261

Mr Joseph Green Data Protection Officer 01335 360261

info@mugginton.derbyshire.sch.uk