Burton Road Primary School
Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and Share, as a Data Controller, include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal/pupil premium eligibility)
- Attendance information including exclusions (such as sessions attended, number of absences and absence reasons)
- Assessment data (such as teacher assessment and SATs results)
- Medical/Dietary information (such as allergies, disabilities and religious reasons)
- Special Educational Needs information (such as learning difficulties, physical difficulties and behavioural/emotional difficulties)
- Safeguarding information (such as disclosures, reports of abuse)
- Looked After Children and Post Looked After Children (documents detailing reasons for LAC, current carers details)

Why we collect and use this information - 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

The lawful basis on which we use this information:

We collect and use pupil information under

- Education Act 1996
- Compliance with a legal obligation
- GDPR Article 9 "Processing of special categories of personal data" processing is carried out in the course of legitimate activities
- Data Protection Act 2018

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

- Assessment/Test Data - current year +6 years.
- Personal Information - Closure of setting +50 years
- Safeguarding Information - DOB +30 years
- SEN information - destroy once the pupil has left.
- Accident/First Aid Information DOB +25 years

Who we share pupil information with:

We routinely share pupil information with

- schools
- our local authority
- the Department for Education (DfE)
- NHS/School Nursing Team
- Social Services
- LA Safeguarding Team

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 pupil 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://educationhub.blog.gov.uk/2022/10/the-school-census-what-you-need-to-know/