



## Privacy notice - Statutory Processing of Pupil and Parent data

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Creation, Maintenance of the Pupil Record, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data				
What personal data do we hold?	<p>Categories of pupil information that we collect, hold and share include:</p> <ul style="list-style-type: none"> <li>• Personal information (such as name, known as name, unique pupil number, address and date of birth)</li> <li>• Characteristics (such as gender, ethnicity, religion, language, nationality, country of birth and free school meal eligibility)</li> <li>• Attendance information (such as sessions attended, number of absences and absence reasons)</li> <li>• Assessment information and other educational/learning details</li> <li>• Relevant medical information</li> <li>• Special educational needs information</li> <li>• Child protection information</li> <li>• Exclusions / behavioural needs information</li> <li>• Parent/Carer details (such as name, address and email address) and emergency contact details</li> </ul>				
Who will be using your Personal Data?	Who is the <u>Data Controller</u> ?	Brookside Primary School			
	Who is the Data Controller's <u>Data Protection Officer</u> ?	Catherine Cox (see contact details below)			
	Are there any <u>Data Processors</u> ?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Who are they?	Capita SIMS (School Information Management System provider)			

		School 2 School (Department for Education)		
What will it be used for and what gives us the right to ask for it and use it?	<u>The Purpose(s)</u> :	Statutory Duty		
	The <u>Legal Condition(s)</u> :	Statutory Duty & Substantial Public Interest		
Who else might we share your data with?	<ul style="list-style-type: none"> <li>• Other Education Providers (such as subsequent educational settings)</li> <li>• Local Authority (LA)</li> <li>• Department for Education (DfE)</li> <li>• NHS and other Healthcare Providers</li> <li>• Regulatory Bodies</li> <li>• Social Care</li> </ul> <p>We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. For example, we are required to share information about our pupils with the LA and DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.</p> <p>Please also note the additional information at the end of this Privacy Notice about the National Pupil Database.</p>			
Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law protections</u> ?		No		
How long will your data be kept?	When will it stop being used?	When the pupil transfers to another education setting e.g. another school		
	How long after this will it be deleted?	Please refer to the Retention Schedule for the retention periods for the different types of data.		
Our use of the data will be subject to your legal rights (mark if applicable):	<u>Inform</u> <input checked="" type="checkbox"/>	<u>Access</u> <input checked="" type="checkbox"/>	<u>Rectify</u> <input checked="" type="checkbox"/>	<u>Erase</u> <input type="checkbox"/>
	<u>Restrict</u> <input type="checkbox"/>	<u>Portable</u> <input type="checkbox"/>	<u>Object</u> <input type="checkbox"/>	<u>Automate</u> <input type="checkbox"/>
Where you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Statutory Duty		

	This is what could happen if you refused to let us use your data for this purpose:	N/a. The majority of pupil information you provide to us is mandatory. Where information requested is voluntary, we will inform you at the time this is requested.			
Where you are not giving your data directly to us:	This is who is giving us your personal data:	Local Authority or previous education setting			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic Demographics, including unique ID, name, address, date of birth, gender, parental contact details, ethnicity, language, educational attainment & attendance. Learning and development records, medical histories, social care details (if applicable), and health or wellbeing interventions (if applicable)			

**Visit the following links for more information about Privacy Law, our obligations and your Rights:**

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

**If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:**

Postal Address	Catherine Cox DPO – Brookside Primary School  c/o Equals Trust Keyworth Primary & Nursery School Nottingham Road Keyworth Nottingham NG12 5FB
Email	<a href="mailto:governance@equalstrust.org">governance@equalstrust.org</a>
Phone Number	0115 9143211

**If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:**

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

## 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 NPD, go to

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 store and handle the data

To be granted access to pupil information, organisations must comply with 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>

For 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-received>

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