



**St. Ethelbert's R.C.P. School  
Privacy Notice for parents and pupils  
(How we use personal information)**

**Why do we collect and use pupil information?**

We collect and use pupil information under the Data Protection Act 1998 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes (and from Article 6 and Article 9 where data processed is special category data from the General Data Protection Regulation from 25 May 2018). Under Section 537A of the Education Act 1996, we are also required to submit school census returns, including a set of named pupil records, and pupil information is collected and used for this purpose.

Information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing

**The categories of pupil 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 and absence reasons)
- Exclusion information (such as type of exclusion, date of exclusion, reason for exclusion) and behavioural information.
- Assessment information
- Modes of travel
- Relevant medical information and dietary needs
- Special educational needs information



- Child Protection and Safeguarding information

### **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.

Under principle 4 of the GDPR, the school has a duty to check that children, parents and carers information is accurate and up to date. It fulfils this by sending out a pre-populated data collection form to parents/carers on a regular basis. It is the responsibility of an individual parent/carer to advise school if the information is incorrect and also to advise those named as contacts that the information provided is shared with both sets parents/guardians in split families.

### **Storing pupil data**

We hold pupil data in accordance with the Management Policy drawn up by Bolton Local Authority. This is reviewed by Bolton MBC and can be accessed on the school website.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- SEND professionals or educational settings
- School nurse / NHS / Health and other professionals working with specific pupils
- Early Intervention Team
- Emergency contact telephone numbers are accessed by Teachers 2 Parent texting service
- Child's name and addresses are accessed by Tucasci accounting package
- Child's name are accessed by Inentry signing in package.
- Child Protection and Safeguarding information
- Curriculum software packaging for pupils
- Pupil names, address and date of birth for parish co-ordinator for baptismal information and sacramental programme.
- Child's name only for pupils accessing out of school clubs.



## **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 pupils' 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>.

### **Over-claiming hours in respect of 2, 3 and 4 years olds.**

In the case of over-claiming hours, we may need to share the names of the childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered as attending.

## **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>.

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>

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 educational record, contact the Head Teacher.

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, you should raise your concern with us in the first instance or directly to 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:

- Mrs Mandy Messham - Headteacher

If you cannot access these websites, please contact the LA on:

- Information Management Unit,  
Department of People, Bolton Council  
1<sup>st</sup> Floor, Town Hall, Bolton, BL1 1UA  
website: [www.bolton.gov.uk](http://www.bolton.gov.uk)  
email: [ec.imu@bolton.gov.uk](mailto:ec.imu@bolton.gov.uk)