

# Dunster First School

## Privacy Notice



### What is your 'Personal Data'?

Personal data is information that says something about you as an individual, so it would normally include your name, and/or contact details, or even a photograph of you.



### What kind of information do we hold about you?

Apart from information you give us, we may also receive information about you from your previous schools, the local authority and the Department of Education (DfE).

This information will include your and your parents/guardians contact details, your unique pupil number, your assessment results, attendance information (such as sessions attended, number of absences and absence reasons), any exclusion or behavioural information, where you go after you leave us and personal characteristics (such as your ethnicity, language, nationality, country of birth and free school meal eligibility) and any medical conditions, special educational or dietary needs you want us to know about.

Without your consent, we will not process any personal data about you which we do not need. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.



### Why do we need your information?

We need to use your personal data in order to

- support your learning
- monitor and report your progress
- provide appropriate pastoral care
- provide services needed while at the school
- assess the quality of our service; and
- comply with the law regarding data sharing

The purpose of processing your information is to provide you with the best education we can, as well as to meet our other legal requirements.

The legal basis for using this personal data are various Acts of Parliament including the Education Act 1996, Children's Act 2004, Education and Inspections Act 2006, Equality Act 2010, Education Act 2011, and the Family and Children's Act 2014.

For certain "special categories" of data (like health or ethnicity information) we rely on your consent. This means you will be asked if you agree to us processing it, and if you refuse to consent we will not record it.



## How do we look after your personal data and keep it safe?

Access to your personal data will be limited to school staff who need to know about you.

Information held on paper files are securely stored at the school and information stored on computer will be held securely behind passwords and other measures.

Information held on electronic files may also be stored for the school on 'cloud-based' servers providing that we are satisfied that our personal data will be held securely and protected from any unauthorised access.

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at: [https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)



## Who may we share your data with?

We are required, by law, to pass certain information about you to the school you attend after leaving, our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

For more information about how the local authority use your information, please contact [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

For more information about how the DfE use your information please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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>.

### **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>

In exceptional circumstances we may be legally obliged to provide your information to certain other public authorities, for example where it is needed to save a life, or to detect a crime.

No one else will be allowed to access your personal data.



### **How long will we keep your information?**

We will keep your data as long as you are at the school. We will pass your records onto your next school or other establishment when you request us to.

Once we no longer need your records for the purposes above they will be

deleted to legal requirements and advice from the Information and Record Management Society (<http://www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools>).



## What are your privacy rights?

Our Data Protection Officer (DPO) is Ian Gover, School Development Officer, Somerset Local Authority and you can contact him at [igover@somerset.gov.uk](mailto:igover@somerset.gov.uk)

They are responsible for ensuring we look after your information properly, and you can contact them if you have any questions or concerns about this.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a “subject access request” for your personal information, or be given access to your child’s educational record, contact our DPO.

If you believe the information we process on you is incorrect you should let the DPO know, and you may request to have it corrected or deleted.

If you wish to raise a complaint about how we have handled your personal data, you may contact our DPO who will investigate the matter and try to resolve any problems you have.

If you are unhappy with how your complaint was dealt with by us, or believe we are processing your personal data outside the law, you can appeal to our regulator who is the Information Commissioner’s Office (ICO). They will then investigate the problem, decide whether we are at fault, and tell us what we need to put right.

Contact details can be found here: <https://ico.org.uk/concerns/>

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