



Privacy Notice (How we use pupil information)

Aldryngton Primary School is the Data Controller for the use of personal data in this privacy notice.

This document provides insight into how information about pupils is used in our school.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information (including needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage and phonics results, external examinations, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information relating to remote learning/pastoral support
- We may also keep some photos for publicity or archive purposes.
- Trips and activities (such as name, DofB, medical requirements, NHS number, contact details and address)
- Catering, milk scheme and free school meal management (such as names, unique pupil number, DofB, parents NI number)

Why we collect and use this information

We collect and use pupil information for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep pupils safe and healthy (e.g. food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us (e.g. DfE data collections)



The lawful basis we rely on to process this information

Under the Data Protection Act 2018, the lawful basis we rely on for processing pupil information is:

- for the purposes of a), b), c) & d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
 - [section 537A of the Education Act 1996](#),
 - [the Education Act 1996 s29\(3\)](#)
 - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
 - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
 - [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

[The Data Protection Act, 2018 refers to 'special category data' (e.g. relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data, health, sex life and sexual orientation). Where schools collect such information, they need to list the lawful basis for each purpose that they are processing. For example, a school collecting biometric data for pupil identification purposes (e.g. meals, registration, library membership) would need to add text at this point explaining the purpose and stating that the lawful basis for this is explicit consent as detailed in Article 9.2 (a): [GDPR Article 9.2\(a\) Processing of special categories of personal data](#)]

Collecting pupil information

Pupil data is essential for the school's operational use. 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 data protection legislation we will inform you at the point of collection whether you are required to provide certain pupil information or if you have a choice and we will tell you what you need to do if you do not want to share this information with us.

We collect pupil information via common transfer files, secure file transfers from previous school, registration forms and paper pupil records.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

For more information on our data retention schedule and how we keep your data safe, please visit <https://irms.org.uk/page/SchoolsToolkit>



Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- under '5' free milk scheme
- parental communications services
- health services
- providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)

Why we regularly share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so. Any data will be transferred securely.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under:

- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.



Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

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, please contact the school using the details at the end of this document.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you have a concern about the way we are collecting or using your personal data, we request 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/>.

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact

Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Updates to this privacy notice

We may need to update this privacy notice periodically, but the latest version will always be available on the school website.



Contact

If you would like to discuss anything in this privacy notice, or request access to your data, please contact:

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