



The Beacon Church of England (V.A.) Primary School Privacy Notice (How we use pupil information)

Adopted by the Resources Committee on 14.09.2022

Review September 2025

The categories of pupil information that we collect, hold and share when appropriate include but are not restricted to:

- Personal information (such as name, unique pupil number, photographs and address)
- Characteristics (such as ethnicity, language, nationality, religion, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Contact details provided by the person completing the application form and with parental consent, which include name, address, relationship to the child and contact numbers. The same information is provided for other adults nominated by the person completing the application form e.g. for grandparents or family friends.
- Medical information including conditions and the named medical practice for the pupil
- Assessment data including examination and test results
- Special Educational Needs and Disability (SEND) information
- Information pertaining to behaviour and/or exclusions
- Details relating to if a child has a parent serving in the Armed Forces
- Information relating to English as an Additional Language
- Details of dietary requirements
- Behavioural information e.g. number of fixed term exclusions
- Financial information such as eligibility to receive Free School Meals

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 protect pupil welfare
- to administer admission waiting lists
- to assess the quality of our services
- to comply with the law regarding data sharing
- to communicate with our pupils and parents/carers
- to provide catering and payment services
- to provide library, ICT and information services
- to maintain pupil records
- to support behaviour management
- to assess eligibility for bursaries and grants



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- to safeguard and promote the welfare of students
- to assist in the prevention or detecting of crimes
- to respond to complaints, grievances and discipline investigations

The lawful basis on which we use this information

Article 6 (GDPR) condition: processing is necessary for compliance with a legal obligation to which the data controller is subject; and

Article 9 (GDPR) condition: for substantial public interest on a legal basis; and

The Education Act 1996; and

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 may continue to hold pupil data for the time up to a pupil's 25th birthday at which point a risk assessment is completed to see if the information should be held for longer. Schools follow the Information and Record's Management Society's instructions when considering retention of data.

Who we share pupil information with

We do not share our pupil information with anyone unless we have consent or the law or our policies allow us to do so. We regularly share our information with the following, so we can carry out our official duties as a school:

- the Department for Education (DfE)
- our regulator (OFSTED)
- our Local Authority
- the school nursing team
- schools that the pupil attends after leaving us
- examination Boards and moderators
- National Health Service (NHS)
- Catering and trip payment service providers
- Student and parent communication service providers
- Student learning service providers
- Youth support services and careers advisors
- IT service providers to enable pupil access to learning services



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.

Additional information for children in need and looked after children

In addition to the details set out in this privacy notice, this section explains how we use information relating to children in need and looked-after children. The categories of children in need and looked-after children information that we collect, hold and share include:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

- to support these children and monitor their progress
- to provide them with pastoral care
- to assess the quality of our services
- to evaluate and improve our policies on children's social care

The lawful basis on which we use this information

We will process this information where one or more of the following applies:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (ie the school)
- consent has been obtained from the data subject
- processing is necessary for compliance with a legal obligation
- processing is necessary in order to protect the vital interests of the data subject or of another person

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>.



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>

To contact the DfE: <https://www.gov.uk/contact-dfe>



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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 Headteacher, The Beacon Church of England (V.A.) Primary School, 1 Beacon Place, Exmouth EX8 2SR or the Data Protection Officer on apow@beacon-ce-primary.devon.sch.uk

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, 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Headteacher or Mrs A Pow, Data Protection Officer, The Beacon Church of England (V.A.) Primary School, 1 Beacon Place, Exmouth EX8 2SR

September 2022