

Privacy Notice (How we use pupil information)



Data Controller: KinCraig Primary School

Address: KinCraig Road, Blackpool, FY2 0HN

Data Protection Officer: SchoolsDPO@blackpool.gov.uk

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 (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities (personal identifies, medical, food allergies)
- catering (personal identifiers, dietary requirements, food allergies)
- health and safety information (personal identifiers, contacts and incident details)
- CCTV footage (images)

This list is not exhaustive, to access the current list of categories of information we process please contact the school office or email kim.gill@kincraig.blackpool.sch.uk

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, CCTV or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to administer the school's governing body
- h) to facilitate and promote health services
- i) to meet other statutory duties (GDPR compliance and health & safety)

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for the majority of processing (including pupil learning and pastoral care) is:

- (e) 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;

However, the organisation also relies on the following lawful bases:

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (e.g. publication of photographs)

(c) processing is necessary for compliance with a legal obligation to which the controller is subject; (e.g. health & safety, safeguarding)

(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person; (e.g. medical emergencies)

(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. (e.g. school photographs)

When processing special categories of personal data the organisation will engage an additional condition from Article 9(2)(a) of the GDPR.

Collecting pupil information

We collect pupil information from a number sources including but not limited to: admission forms, the LA, other education settings, pupils as the data subjects, health professionals, CCTV systems and family members.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

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 [retention schedule](#).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- medical professionals (e.g. school nurses)
- third parties that provide educational services (e.g. Class Dojo, Blackpool Football Club)

Why we regularly 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. The legislation the school shares data under includes but is not limited to:

- Education Act 2011
- Education and Skills Act 2008
- The Special Educational Needs and Disability Regulations 2014
- Children and Families Act 2014
- Children's Act 1989 & 2004
- The Education (Information About Individual Pupils) (England) Regulations 2013.

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 Department for Education (DfE) either directly or via our local authority.

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.

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 school office or email kim.gill@kinraig.blackpool.sch.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

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 change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office or email kim.gill@kinraig.blackpool.sch.uk.

Contact

If you would like to discuss anything in this privacy notice, please contact: contact the school office or email kim.gill@kinraig.blackpool.sch.uk.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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