



Privacy Notice

Cranbrook Primary School

How we use pupil information

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)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Safeguarding referrals and paperwork

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 assess the quality of our services
- to comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes
- To report pupil progress and attainment

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)
- Article 23 GDPR (Restrictions prevention, investigation and detection of crime)

Article 6 GDPR: legal Obligation, Public Task and Vital Interests

Article 9 GDPR Special Category Data: Vital Interests, Safeguarding and Archiving in the Public Interest

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 hold 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 see data retention policy

We follow the guidelines from the DfE relating to Data Storage and the Information Management Records Society (IMRS):

Short after event –	e.g. After a school trip the data can be deleted after 1 month
Plus 1 YEAR	e.g. Behaviour performance and school handover
Plus 5 YEARS	3 – 5 year e.g. trends for attainment need to be kept for comparison purposes and submission.
Aged 25 YEARS	e.g. Educational Health Care Plan / Safeguarding
Aged 25 YEARS plus interest	e.g. Long term Safeguarding records and Archiving pupil names in the public interest

For further information please contact the school office
admin.cranbrookprimary@redbridge.gov.uk

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority (Redbridge Council)
- the Department for Education (DfE)
- NHS (Including CAMHS, Social Care, Therapy Providers)
- Social Care
- Police
- SIMS
- London Grid for Learning
- Parent Mail (Teachers2Parents)
- Student assessment companies (Rock Star Maths)
- School Photos and videos
- Target Tracker
- Tucasi
- Parents/Carers
- Impero
- Microsoft Office 365
- Any relevant future apps and platforms that are legally compliant
- Ofsted
- School Pupil Tracker Online (cloud based pupil assessment tracker)
- School Nurse (where appropriate)
- schools that the pupils attend after leaving us
- NHS (Including CAMHS, Social Care, Therapy Providers)
- Cashless systems
- Communication systems
- Student assessment and tracking
- Evolve
- Child Protection Online Management System
- LGFL
- Catering company
- Schools that the pupils attend after leaving us
- Other companies/people/organisations in reasonable circumstances

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.

Police National security, Defence, Public Security,

We share information on request with the Police and Security Services for the prevention investigation and detection of crime (Article 23 GDPR)

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 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 office at

admin.cranbrookprimary@redbridge.gov.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:

David Powell

dpo@sapphireskies.co.uk