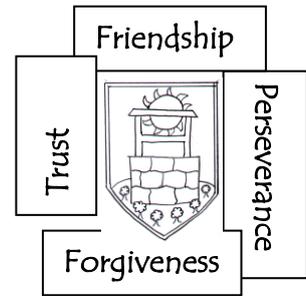


# Sunningwell Church of England Primary School

'I will show you my faith by my works' James 2:18



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Dark Lane  
Sunningwell  
Abingdon  
OX13 6RE

## Privacy Notice – Pupils

### The categories of pupil information that we process include:

- Personal information (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
- Medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)
- 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, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

### Why we collect and use pupil information

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

- to support pupil learning
- to keep children safe
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of services
- to meet the statutory duties placed upon us for DfE data collections

Friends of Sunningwell Church of England Primary School - Registered Charity Number 1076816



## The Lawful bases we rely on for processing pupil information are:

- Under Article 6 (1) of the General Data Protection Regulation, “Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the controller”.
- Special category data is processed under Article 9 (2) (b) of the General Data Protection Regulation: “Processing is necessary for the purposes of carryout the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law providing for the appropriate safeguards for the fundamental rights and the interests of the data subject”.
- We may share information with the **Friends of Sunningwell School** which provide out of school care for children at Sunningwell Primary School. This club is not run by the school but is run by a registered charity (1076816) Data regarding child protection and safeguarding is processed under Article 6 (1) (f) of the General Data Protection Regulation; “Processing is necessary for the purposes of 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 protection of personal data, in particular where data is subject to a child.
- Data regarding medical needs and Special Educational Needs and Disabilities is processed under Article 6 (1) (a) “Where processing is based on consent, the controller shall be able to demonstrate that the data subject has consented to the processing of his or her data. If the data subject’s consent is given the context of a written declaration which also concerns other matters, the request for the consent shall be presented in a manner which is clearly distinguishable from the other matters in and intelligible and easily accessible form, using clear and plain language. Any part of such a declaration which constitutes an infringement of this Regulation shall not be binding. The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Prior to giving consent, the data subject shall be informed, thereof. It shall be as easy to withdraw as to give consent.

## How we collect pupil information

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.

## How we store 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

[www.sunningwell.oxon.sch.uk](http://www.sunningwell.oxon.sch.uk)

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## 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)
- RM Integris – the School’s management Information System)
- Microsoft 365 (email communication)

We also share limited information with the following organisations

- ParentMail (our correspondence system)
- Pupil Tracker (our pupil progress system)

## 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.

## 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 for the purpose of those data collections, under Section 3 of 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.

## 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 Business Manager

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
- a right to seek redress, either through the ICO, or through the courts

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/>

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## Contact

If you would like to discuss anything in this privacy notice, please contact The School Business Manager

## 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
- 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.

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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/dfc-external-data-shares>

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

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