Privacy Notice for Skelton School

(How we use Pupil Information)

1.1. The categories of pupil information that we collect, hold and share 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 and dietary requirements)
- Attendance (such as sessions attended, number of absences and 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)
- We collect data relating to School trips (for Health and safety reasons), School meal information such as allergies etc.

1.2. Why we collect and use this information

We collect and use the pupil information, for the following purposes: and under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are noted in *RED (article 6)* and *BLUE (article 9)*

- to support pupil learning: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller i.e. to educate the child.*
- to monitor and report on pupil attainment progress: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller i.e. to educate the child.*
- to provide appropriate pastoral care: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller i.e. to educate the child. 9(2)(c) Necessary to protect the vital interests of a data subject*
- to assess the quality of our services: *6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.*
- to keep children safe (food allergies, or emergency contact details): 6(1)(d) Necessary to protect the vital interests of a data subject or another person 9(2)(h) For preventative/occupational medical reasons;
- to meet statutory duties placed upon us by the department for Education 6(1)(c) Necessary for compliance with a legal obligation

1.3. How we collect pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 and we will tell you what you need to do if you do not want to share this information with us

1.4. How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule, based on government guidance and it is available on request.

1.5. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- local authorities
- The School Nurse Service and Medical practitioners
- 3rd party providers such as Educational providers e.g. Robin Wood
- The School's IT provider
- Parents should be aware that the School sometimes works in partnership with the University of Cumbria in the training of teachers. These Teachers in Training are bound by the same professional standards as other staff at the School and must treat pupil data with the same level of confidentiality and care.
- Schools and other education providers pupils go to after leaving us to support their continuing education.
- Child development and protection partners like Westmorland and Furness Council Children's Services, Public Health,

Inclusion & Social Care etc. to check attendance, monitor and protect children; the NHS for medical referrals

& support; private companies offering counselling and other family or support services.

- The DfE to help decide our school funding, monitor attainment & benchmark it nationally, compile league tables, develop national education policy and monitor it.
- Our Local Authority to ensure they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.
- Medical services like therapists, the school nurse, or the NHS for things like screening, vaccinations, health/ eye/ dental checks, Education Health and Care Plan (EHCP) provision etc. and Public Health England about certain contagious infections our pupils come into contact with.
- Government departments like Public Health England, Local Authority Public Health, and District Council Environmental Health Departments to comply with the law and support public health emergency action;

Sharing with the Department for Education (DfE)

The DfE collects personal data from educational settings and local authorities via various statutory data collections (as above). We are required to share this information about our pupils with them directly or via our local authority for the purpose of those data collections, under section 29(3) and section 537A of the Education Act 1996; under the Education (School Performance Information)(England) Regulations 2007; under regulations 5 and 8 of the School Information (England) Regulations 2008; under the Education (Pupil Registration) (England) Regulations 2006; under section 83 of the Children Act 1989 (for monitoring and research purposes); and for census purposes 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 the section on 'How Government uses your data' below.

1.6. 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.

We share this information in order to inform future education providers of the progress made by the child, to ensure the safety of the child on Educational visits and to allow their educational, physical and medical development to be fully maximised. We take every step to ensure the safe onward delivery of the data we store on our pupils. 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:

- regulation 5 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.

Local Authorities

We may be required to share information about out pupils with the local authority to ensure that they can conduct their statutory duties under:

- the Schools Admission Code, including conducting Fair Access Panels.

1.7. Requesting access to your personal data

Under GDPR, 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 Helen Newton at head@skelton.cumbria.sch.uk /DPO Gerard Barr on Gerardbarr57@gmail.com

Depending on the lawful basis above, you may also have the right to:

- ask for us to access to information that we hold on you
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- 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
- withdraw your consent if consent is the basis by which we hold your data. You can do this by contacting the named persons below

If you have a concern or complaint about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

1.8. Last updated

We may need to update this privacy notice periodically so we recommend that you visit this information from time to time. This version was last updated on 18th November 2024.

1.9. Contact

If you would like to discuss anything in this privacy notice, please contact: Helen Newton at head@skelton.cumbria.sch.uk /DPO Gerard Barr on Gerardbarr57@gmail.com

1.10. 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, 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 use 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.

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/national-pupil-database-requests-received

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