



Oxford Grove CP Privacy Notice 2023-24 (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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 keep children safe and protect pupil welfare
- To administer admissions waiting lists
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The categories of pupil information that we collect, hold and share include:

- Personal information and contacts (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information
- Special Educational Needs
- Details of any support received, including care packages, plans and support providers
- Details of any medical conditions, including physical and mental health
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Results of internal assessments and externally set tests (such as key stage results and phonics results)
- Pupil and curricular records
- Behaviour and exclusion information (such as type of exclusion, date of exclusion, reason for exclusion).
- Photographs
- CCTV images captured in school and within the school grounds

Collecting 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.

Storing pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Information Management Policy (Appendix 2: Retention schedules and impact levels) sets out how long we keep information about pupils. The Information Management policy can be found on our [school website](#). A paper copy of the Information Management Policy can be obtained from the school office on request.

Who do 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)

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Pupil's family and representatives
- Ofsted
- Educational service providers – to enable them to provide the service we have contracted them for
- Our auditors
- Health and social welfare authorities
- Professional advisers and consultants

- Police forces, courts, tribunals
- Financial organisations
- Security organisations
- NHS Test and Trace and Public Health Authorities (school nursing service, referrals to CAMHs and also vaccination programmes / testing for infectious diseases etc.)
- Suppliers of 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.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 our Data Protection Officer, via the school office on 01204-333380.

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
- in certain circumstances, 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)
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

If you have a concern 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/>

Contact:

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

- Mr Khalid via the school office or by email on khalidw@oxford-grove.bolton.sch.uk.

If you cannot access any of these websites listed in this notice, please contact the LA on:

Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk