

## Pupil Information: How we use it



### Smith's Wood Primary Academy

#### What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under **[insert relevant legislation and regulations]**

The information we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion and any relevant medical information. *[Add in any other information you collect relevant to this notice].*

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data Set, here: <https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

#### Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from the previous *school/nursery [delete as applicable]* and may also receive information from the Local Authority (LA) and the DfE.

## Pupil Information: How we use it

*[If using Learning Records Service]* For pupils taking post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about pupil's learning or qualifications. Further information for pupils and parents can be found here: <https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

*[Add in any other information or circumstances where you receive personal information from other sources that are relevant to this notice]*

### Who we share it with

Effective and relevant information sharing between parents, schools, LAs and the DfE is necessary to ensuring that all children are safe and receiving suitable education.

#### 1. Local Authority and Department for Education

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social Services at the LA or to request education support services.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection law. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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. For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) the DfE have provided pupil level data to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

#### 2. Youth Support Services *[For schools/academies with students aged 13+]*

Once our pupils reach the age of 13, the law requires us to pass on certain information to *[insert name of LA or the provider of Youth Support Services in your area]* that have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to *[insert name of LA or the provider of Youth Support Services in your area]* by informing *[insert name of school administrator]*. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to *[insert website link]*.

## Pupil Information: How we use it

### 3. Attendance and Welfare Support *[If relevant or provide in separate Notice]*

We have contracted *[insert provider name / e.g. Central School and Attendance Welfare Service]* to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass *[insert personal information types]* to this team. More information about how *[insert provider name]* uses and stores personal information can be found here *[insert link to providers website or own Fair Processing Notice]*.

### 3. Careers Guidance

*[Schools that pass young people's information to careers guidance services or the national careers service may wish to set out details here.]*

### 4. *[Insert further routine sharing]*

*[Add in details about pupil's personal information you routinely share with other organisations, consider a separate notice where sharing is not routine or only affects a small number of pupils]*

*[Note: If the school or any of the above Data Processors transfer personal information relevant to this notice outside of the UK then information about the country/organisation and the safeguards in place to protect that information need to be provided. This includes 'Cloud storage' where the information is held on servers outside of the UK.]*

### 5. Schools

We will also pass information about Pupils to their next school in order that the Educational record is maintained for a Pupil's entire school life.

## How long we keep it

The information we collect, use and store about pupils and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the pupil's last known school we will retain the information until the pupil is at least 25 years old; this ties in with the Limitation Act 1980.

## Your rights

Data Protection law allows an individual to ask the school for copies of the information we hold about them or their children. If you would like more information about this please contact **[insert job title and contact details of data protection contact at school]**. If at any point you believe the information we hold is inaccurate or you have concerns about our use of it please let us know.

## Pupil Information: How we use it

### [If relevant] Consent

We have collected consent to process information about/on *[insert here where consent is basis for collection, e.g. photos]*; please note, you have a right to withdraw consent at any time and can contact the school to do this. *[Note: If collect Biometric consent, seek this separately and send out a separate Fair Processing Notice]*

### Contact

For more information on the content of this Notice, how **[name of School]** complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact **[insert job title and contact details of data protection contact at school]**, who will respond or investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO).

For more information about how the LA stores and uses the information we pass to them, please contact Education Information Management Services

Tel: 0121 704 8313

Email: [eims@solihull.gov.uk](mailto:eims@solihull.gov.uk)

For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them at the details below:

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

Tel: 0370 000 2288

Contact form: <https://www.gov.uk/contact-dfe>