



Privacy Notice - How we use information about pupils

Loughton Manor First School needs information about its pupils in order to teach effectively and to fulfil its reporting requirements to the local authority (Milton Keynes Council) and to the national government (Department for Education). This notice describes what we collect and use (process) and why and what you should do if you have concerns about how the school is handling information about individual pupils.

The categories of pupil information that we collect and use include:

- Contact and individual details including name, date of birth, unique pupil number, contact details, identification documents and parent/carer information
- 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)
- details of medical and health conditions including allergies, medication, dietary requirements and care plans.
- attendance (such as sessions attended, number of absences, absence reasons and any previous educational settings attended)
- information on internal and external assessment and attainment (such as key stage 1 and phonics results)
- records concerning learning activities in school and on school excursions
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- eligibility for Free School Meals, Early Years Funding
- photographs and images

Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to use images for the school website, recordings of school performance and publicity purposes (we will always ask you for permission to use photographs and images for this purpose)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- We need to comply with a legal obligation, for example under the Education Act
- We need it to perform an official task in the public interest, i.e. to run a school and teach pupils.
- Less commonly we may also process pupil's data in situation where we have obtained parental consent to use it in a certain way, for example photographs

- In addition, data relating to ethnicity and religion is used to undertake equal opportunities monitoring in the public interest under UK equality legislation
- Information on medical conditions is used to protect the vital interests of pupils

How we collect pupil information

We collect pupil information from the admission and registration forms at the start of the year and from the information that parents provide when applying to the Council for a school place. If pupils transfer to Loughton Manor First School from another school we receive their individual file from that school. We create and retain information about pupil's learning progress and their participation in school activities.

Pupil data is essential for the school's 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. We follow the Information and Records Management Society's Toolkit for Schools when deciding how long we need to keep information. If you want to know more about our data retention schedule and how we keep pupil data, please contact our School Business Manager email office@loughtonmanor.milton-keynes.sch.uk

Computerised records are held on the school's computer system and paper records are locked away when not in use. If we use external systems and providers to process information about pupils we make sure that they comply with data protection legislation.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us (we pass each pupil's school record and file to their next school)
- Milton Keynes Local Authority, to meet our legal obligations to share certain information with it, including safeguarding concerns and exclusions
- the Department for Education (DfE) to meet our legal obligations (see the next section for more details)
- Educators and examining bodies
- The pupil's family and/or representatives
- School service providers in order for them to provide the service we have contracted them for
- School nurses

We may also have to share pupil information with other organisations from time to time, when permitted by law, such as auditors, professional advisers and consultants, Ofsted, police forces and courts.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

When we share information with school service providers we ensure that they comply with data protection law.

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 at the end of this Notice.

Parents' and pupils' rights regarding their 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 Head Teacher through the school office email office@loughtonmanor.milton-keynes.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to make a complaint and seek redress

To exercise any of these rights, please contact the school office in the first instance. If you are not happy with the school's response, or if you prefer, please contact the Data Protection Officer.

If you have a concern or complaint about the way we are collecting or using personal data, you should raise your concern with the school in the first instance (email office@loughtonmanor.milton-keynes.sch.uk who will pass your concern to the school's Data Protection Officer if necessary).

If you are not satisfied by the school's or the Data Protection Officer's response you can make a complaint directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, Mrs Beverley Midwood email bmidwood@loughtonmanor.milton-keynes.sch.uk

Or by letter via Loughton Manor First School
Paynes Drive
Loughton
Milton Keynes
MK5 8FA

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way Loughton Manor uses personal data. May 2018



How the Government uses pupil data

We have to tell you about how the Government uses the pupil data the school has to pass to them

The pupil data that we lawfully share with the Department for Education (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.

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/dfе-external-data-shares>

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

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