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|  | Weston Primary SchoolLambsickle Lane, Weston Village, Runcorn, Cheshire. WA7 4RA. |
| Headteacher: Mrs H L Pitt B.A. (Q.T.S) Hons N.P.Q.H |
|  | Tel 01928 574544Date: June 2024  |

**Privacy Notice (How we use pupil information)**

**Why do we collect and use pupil information?**

We collect and use pupil information under the General Dara Protection Regulations - GDPR

Article 6 – Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law and

Article 9 – Processing is necessary for reasons of substantial public interest, on the basis of law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interest of the data subject;

The GDPR came into force on 25th May 2018

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

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

* Personal information (such as name, unique pupil number and address)
* Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Assessment information
* Medical information
* SEN information
* Social services referrals
* Police VPAs

**Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

**Storing pupil data**

We hold pupil data for the time that children are with us. The majority of our records will transfer to high school along with the child. Certain records however will be kept in school such as child protection documents, exclusions and records of serious incidents.

**Who do we share pupil information with?**

We routinely share pupil information with:

* schools that the pupil’s attend after leaving us
* our local authority
* the Department for Education (DfE)

**Why we share pupil information**

We do not share information about our pupils with anyone without our 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.

**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 (NYP)**

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 request: 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 Mrs Atkins on 01928 574544

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 automate means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed ; and
* claim compensation for damages caused by a breach of the Data Protection regulations

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/>

**Collecting Data for Test and Trace**

In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the school to engage with the test and trace process, make decisions on safety within the school and whether individuals are required to self-isolate or carry out a test. To do this we will be recording your name, contact number and date and time of arrival as well as time of departure.

To complement the above we may also ask for data that has not previously supplied. This will allow us to assess an individual’s ability to attend/return to school and what measures may need to be put in place to allow for a safe return. We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines.

The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person. We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

**Contact:**

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

Mrs Davies

Business Manager

Weston Primary School

Lambsickle Lane

Runcorn

WA7 4RA

01928 574544

The DPO is:

Security & Strategy Divisional Manager

Resources, ICT services

Halton Borough Council

Muncipal Building

Kingsway

Widnes

WA8 7QF

If you need information about how the Halton Borough Council and DfE store and use your information, then please go to the following websites:

http://www4.halton.gov.uk/Pages/Home.aspx

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

If you cannot access these websites, please contact Halton Borough Council or the DfE as follows:

Janet Johnson – Information Governance – ICT Services – Halton Borough Council

Direct Dial Tel: 0151 511 7059 or via email janet.johnson@halton.gov.uk

DfE - Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT

Website: https://www.gov.uk/government/organisations/department-for-education

Email: http://www.education.gov.uk/help/contactus

Telephone: 0370 000 2288