

# PRIVACY POLICY/PRIVACY NOTICE

'Together we unlock potential and learn for life'

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Chair of Governors

Print: ..... Sign: .....

Head Teacher:

Print: ..... Sign: .....

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| Revisions made between April 2024 and April 2027: |
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Review Frequency: 3 years

Next review: April 2027

## **How we use pupil information**

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
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

## **Why we collect and use this information**

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

## **The lawful basis on which we use this information**

We collect and use pupil information under Article 6 of the GDPR:

6(1) (a) where the data subject has given consent to the processing of his or her personal data for one or more specific purposes

6(1) (c) where processing is necessary for compliance with a legal obligation

6(1) (d) statutory duty

Under Article 9 of the GDPR:

9(2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes

9(2) (g) processing is necessary for reasons of substantial public interest.

## **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 Regulation, 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 Pupil files are retained for the time the pupil remains at the school. Special educational needs files are kept until the child leaves the school and then sent to the receiving school.

## **Who 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)
- health providers
- other education providers
- regulatory bodies

## **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.

## **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/datacollection-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 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>

or 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 the school secretary.

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 automated 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, we request that you raise your concern with Mrs Kirby (Our DPO) in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **What do we do in the event of a data breach?**

In the event of a data breach (whether accidental or deliberate) we will follow GDPR compliance and report a breach to the relevant supervisory authority within 72 hours of becoming aware of it, where feasible. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, we will also inform those individuals without undue delay. Our staff know how to escalate a security incident to the appropriate person within our Service and the County Council to determine whether a breach has occurred.

## **Do we use cookies on our websites?**

Yes, cookies are small files that a website or its service provider transfers to your computer's hard drive through your web browser (if you allow) that enables the website or service provider systems to recognize your browser and capture and remember certain information.

We use cookies to help us compile aggregate data about website traffic and website interaction so that we can offer better website experiences and tools in the future.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. However, you can still make bookings over the telephone.

Find out more about cookies: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

## **Google Analytics**

Our websites use Google Analytics, a digital analytics service provided by Google. This helps us to analyse how our visitors use our websites so that we can improve them for future visitors.

This information is collected from your computer regardless of whether or not you register any data with us or sign up to receive e-newsletters and is not personal to you.

This includes the following:

- operating system (eg Microsoft Windows 7)
- browser software (eg Google Chrome)
- your browser's custom settings (eg the presence of a Macromedia Flash plug-in)
- your IP address (the unique Internet network address of your machine)
- your geographic location (or that of your Internet service provider)
- access times (the time spent on our website you have accessed)
- referring domain (the website you were browsing prior to your visit to our website).

Google analytics uses cookies. These store non-personally identifiable information. The information generated by the cookie about your use of the website or app (including your IP address) is transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on digital activity for website and app operators and providing other services relating to digital activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using our websites, you consent to the processing of data about you by Google in the manner and for the purposes set out above. To find out more about Google's privacy policy (which includes Google Analytics) visit: <http://www.google.com/intl/en/policies/privacy/>

## Your Consent

By using our websites, you consent to this privacy policy.

## Contact

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

**The Head Teacher: Mrs Victoria Atherton** [Headteacher@moor.staffs.sch.uk](mailto:Headteacher@moor.staffs.sch.uk)  
01782 512350

Or

**If you have DATA Protection concerns ONLY contact:**

**Data Protection Officer: Mrs Nicola Kirby** [Nick.Kirby@moor.staffs.sch.uk](mailto:Nick.Kirby@moor.staffs.sch.uk)  
01782 512350