



GDPR Privacy Notice

for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR.

Who processes your information?

Thurton Church of England Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Headteacher acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01508 480335 or office@thurton.norfolk.sch.uk

In some cases, your data will be outsourced to a third party processor; however, unless the law requires the school to share your data, this will only be done with your consent. Where the school outsources data to a third party processor, the same data protection standards that Thurton Church of England Primary School upholds are imposed on the processor.

Julie Risby is the Data Protection Officer (DPO). Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted via the school office (see above).

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the identified needs and coding)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

Thurton Church of England Primary School holds the legal right to collect and use personal data relating to pupils and their families. We may also receive information from previous schools, the Local Authority, the Department for Education or other social, health and care agencies. We collect and use personal data in order to meet legal requirements and legitimate interests as set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment 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 organise visits or residential trips
- g) to meet the statutory duties placed upon us for DfE data collections

How we collect pupil information

We collect pupil information via an admission form, which is completed by parents/carers for every pupil who joins Thurton C of E Primary School. Pupil information is also collected from previous educational settings (via a Common Transfer File (CTF) or secure file transfer) and external health or social care providers. We also use CCTV to make sure the school site is safe and secure. CCTV is not used inside the building.

Pupil data, and their family's data, is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 obliged 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 (DRS). For more information on our DRS and how we keep your data safe, please visit our school website.

The company [JC Computer Technologies Ltd \(JC Comtech\)](#) are employed to maintain our school network and ensure the safety, security and integrity of the system.

Who we share pupil information with:

We Routinely Share Data With:	What we share:	Why:
<ul style="list-style-type: none"> The Department for Education (DfE) 	<ul style="list-style-type: none"> Personal information Educational records 	<ul style="list-style-type: none"> Statutory assessment outcomes School Census returns School to school movement (See separate section below).
<ul style="list-style-type: none"> Pupil Asset Management Information System (MIS) 	<ul style="list-style-type: none"> All Personal information Educational records 	<ul style="list-style-type: none"> To hold records securely on our Management Information System which is provided by the web-based MIS system Pupil Asset https://www.pupilasset.com/
<ul style="list-style-type: none"> Various destinations of Pupils leaving the school 	<ul style="list-style-type: none"> Personal information Educational records 	<ul style="list-style-type: none"> To support pupil learning Safeguarding (to keep children safe)
<ul style="list-style-type: none"> The Local Authority 	<ul style="list-style-type: none"> Personal information Educational records 	<ul style="list-style-type: none"> To report to the DfE Conducting research or analysis. Producing statistics. Providing information, advice or guidance.
<ul style="list-style-type: none"> Norfolk County Council Children's Services 	<ul style="list-style-type: none"> Personal information Educational records 	<ul style="list-style-type: none"> To support pupil learning To provide social/health/pastoral care Safeguarding (to keep children safe)
<ul style="list-style-type: none"> The NHS or Medical Agencies 	<ul style="list-style-type: none"> Personal information Educational information 	<ul style="list-style-type: none"> To provide social/health/pastoral care
<ul style="list-style-type: none"> Safeguarding agencies including the Police 	<ul style="list-style-type: none"> Personal information Educational information if requested 	<ul style="list-style-type: none"> Safeguarding (to keep children safe)
<ul style="list-style-type: none"> Cluster SENDCo 	<ul style="list-style-type: none"> Pupil's name, age, gender, medical information and educational information which includes information from external agencies (e.g. Educational psychology and specialist support -EPSS) 	<ul style="list-style-type: none"> To support pupil learning
<ul style="list-style-type: none"> Cluster Parent Support Advisor 	<ul style="list-style-type: none"> Personal information Educational information 	<ul style="list-style-type: none"> To support pupil learning To provide appropriate pastoral care Safeguarding (to keep children safe)
<ul style="list-style-type: none"> Vertas Catering 	<ul style="list-style-type: none"> Pupil's Names Dietary requirements 	<ul style="list-style-type: none"> To keep children safe
<ul style="list-style-type: none"> JC Comtech 	<ul style="list-style-type: none"> Pupil's names 	<ul style="list-style-type: none"> To support pupil learning by enabling pupils to log onto our school network
<ul style="list-style-type: none"> Residential settings – E.g. Brancaster Millennium Centre or YHA 	<ul style="list-style-type: none"> Pupil's Names Dietary requirements Medical information (This data is only held for the duration of the residential) 	<ul style="list-style-type: none"> To keep children safe To support pupil learning
<ul style="list-style-type: none"> External providers of extra-curricular activities 	<ul style="list-style-type: none"> Pupil's names Any educational, behavioural or medical information 	<ul style="list-style-type: none"> To support pupil learning To support and enrich the curriculum Safeguarding (to keep children safe)
<ul style="list-style-type: none"> My Maths/Education City online Educational Apps 	<ul style="list-style-type: none"> Pupil's names 	<ul style="list-style-type: none"> To support pupil learning To support and enrich the curriculum

Why we regularly 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.

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.

This includes the following:

- Statutory assessment outcomes
- School Census returns
- School to school movement

The DfE may share information about our pupils from the National Pupil Database (NPD) with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of any data shared from the NDP is maintained.

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.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher or the Data Protection Officer via the school office.

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
- a right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance (please contact the school office) or directly to the ICO at <https://ico.org.uk/concerns/>

How Government uses your data

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

The law allows the DfE 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 DfE'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 DfE 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>