



ST MICHAEL'S  
*C of E* PRIMARY  
HIGHGATE

# Pupil and Parent Privacy Notice

Date of issue	July 2019
Date of renewal	July 2021



### **Pupil information that we collect, hold and share**

St. Michael's School collects, holds and shares certain personal data relating to pupils and their families that you provide to us. The School collects and uses pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

The School may also receive information regarding pupils and their families from previous schools, Haringey Council or the Department of Education (DfE). This includes:

- Personal information – such as names, unique pupil numbers and addresses
- 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 – such as national curriculum assessment results
- Relevant medical information
- Information relating to Special Educational Needs Information (SEND)
- Behavioural information – such as temporary or permanent exclusions

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

St. Michael's School will collect and use personal data relating to pupils and their families 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
- Safeguard pupils

### **The lawful basis on which St Michael's CofE Primary School uses this information**

St Michael's collects and uses pupil information for the submission of the school census which includes named pupil records. This is a statutory requirement on schools under Section 537A of the Education Act 1996. As submitting the school census is a statutory requirement, processing of this data complies with Article 6 and Article 9 of the GDPR: "where processing is necessary to comply with legal obligations".

Additionally we may collect and use pupil information for safeguarding and medical purposes under Article 6 of the GDPR "to protect the vital interests of the data subject."

As there is a lawful basis for the collection of this pupil information we do not need to obtain parental or pupil consent for the provision of the information.

### **Data processed based on your Consent**

Whilst the majority of the personal data you provide to the School is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if you have a choice in this. If we need your consent, the School will provide you with clear and detailed information as to why the School is collecting the data and how the data will be used.

Where St. Michael's School processes your data based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way St. Michael's and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO).

### **Storing pupil data**

Personal data relating to pupils at St. Michael's School and their families is stored in line with the School's Data Protection Policy. The School does not store personal data indefinitely. When pupils leave St Michael's their file will follow them to their new school, however electronic data may be held for longer and where there is a legal obligation to retain the information beyond that period, it will be retained in line with the school's data retention policy.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that our pupils attend after leaving us
- London Borough of Haringey
- The Department for Education (DfE)
- The NHS
- Haringey Educational Partnership
- Organisations who work with the school or from whom the school commissions services eg enrichment providers such as after school club leaders; or school journey providers such as PGL

### **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 DfE on a statutory basis such as the school census information and early years' census. This data sharing is used to assess school funding, educational attainment policy and monitoring.

The School is also required to share information about our pupils with Haringey Council as the local authority and the 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 DfE (e.g. the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Processing your data**

In some cases, the School will contract with an external organisation to process your data. The same data protection rules will apply to any external organisation.

### **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>

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 our Data Protection Officer: Claire Mehegan, E-mail: [Claire.mehegan@london.anglican.org](mailto:Claire.mehegan@london.anglican.org);

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 us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

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

Data Protection Officer: Claire Mehegan, E-mail:

[Claire.mehegan@london.anglican.org](mailto:Claire.mehegan@london.anglican.org)