

Cavendish Church of England Primary School

Cavendish Church of England Primary School
The Green
Cavendish
Sudbury
Suffolk CO10 8BA



The school collects and processes personal data relating to its pupils in order to successfully carry out its functions. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Cavendish Church of England Primary School
The Green
Cavendish
Suffolk
CO10 8BA

admin@cavendish.suffolk.sch.uk

Our Data Protection Officer

The school's data protection officer is:

Mrs S Pocock
suepocockdpo@gmail.com

Categories of Information

The school collects and processes a range of information about its pupils. This includes:

- 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)
- Additional categories of pupil information (such as assessment information, relevant medical information, special educational needs information, exclusions/behavioural information)
- The school also collects and processes information from parents, guardians or carers to allow us to communicate effectively with all of our stakeholders and protect and safeguard the children at our school. This information may include email address, telephone numbers including mobile, details of your employment/work contact address and telephone numbers
- If relevant and to assist us to provide you with information in an appropriate format, we may ask you for information regarding any disabilities we should be aware of

Why We Collect and Use This Information

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
- to safeguard and promote the welfare of pupils
- to fulfil our contractual and other legal obligations
- to provide additional activities for pupils, for example, activity clubs and educational visits
- to protect and promote our interests and objectives - this includes fundraising

The Lawful Basis On Which We Use This Information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

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.

We may acquire Personal Data in a number of ways including, without limitation, the following:

- parents of pupils may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website;
- we may acquire Personal Data from other parents, or from people outside of the community who know parents or from the pupils themselves; and
- we may acquire Personal Data from third parties such as schools and nurseries, public authorities, public sources or from commercial sources such as credit reference agencies.

Storing Pupil Data

We hold pupil data for the length of time specified in the Information and Records Management Society Retention Guidelines for Schools

Who We Share Pupil Information With

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nursing service
- NHS services (such as CAMHS and Community Paediatric Services)
- social services

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.

Sharing Medical Information Within The School

For those children with long term or severe medical conditions, details of necessary treatment in the event of an emergency together with information concerning the condition is made available on our staff noticeboard in the staffroom and in the school office.

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)

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, please contact Cheryl Wass (Headteacher) at the school (see contact details above)

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/>

Further information

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

Mrs S Pocock
suepocockdpo@gmail.com