

Privacy Notice (How we use pupil information) – Pupil version

We collect information about you to help us to do our job well.

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

- **Personal information** (such as your name, family, address, who looks after you and how we can contact them by phone and email)
- **Characteristics** (such as what country you come from, what language you speak)
- **Attendance information** (such as how many days you come to school for, how many days you missed school and why)
- **Medical information** (such as who your doctor is, any medicine you need, anything you are allergic to)
- **Photo consent** (such as using your photograph in school, on our website or in a newspaper)
- **Records of the payment of monies to school** (such as money for a trip to Think Tank, money for a sport club)
- **Optional consent for curricular enrichment** (such as taking part in Forest School or a sponsored bounce)
- **Other assessment information** (such as how well you can read, your Wow-writing, how many spellings you know)
- **Special Educational Needs (SEN) assessments** (such as how well you are working on special targets to help you to get better at reading, writing and mathematics)
- **Pastoral information** (such as how you are feeling, if you are making and keeping friends)

Why we collect and use this information

We use your information:

- to help you with your learning
- to check how well you are doing and report to your parents or carers
- to help if you are feeling unhappy
- to check how well we are doing our job
- to comply with the law regarding data sharing

The lawful basis on which we use this information

Article 6 - GDPR - Public task:

So we can do our job and because we are asked by the Government to send some information to them

Article 9 – GDPR – Processing of special categories of personal data

So we can keep you safe

The Department for Education has made it the law for us to collect and send some information and you can find out about it here:

Where the following legislation that allows data collection is referenced:

- *section 114 of the Education Act 2005*

- section 537A of the Education Act 1996
- section 83 of the Children Act 1989
- Regulation 5 of the Education (Pupil Registration) (England) Regulations 2006
- The Education Act 1996 - section 434 (1), (3), (4) & (6) and section 458 (4) & (5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Departmental advice on attendance
- Schedule 1 of the Education (Pupil Information) Regulations 2005⁶³.

Collecting pupil information

Most of the information we collect is because we have to keep it by law. If anything is not needed by law, we will tell you.

Storing pupil data

We hold pupil data for time frames as identified in:

Sandwell's data retention policy

Or

The Information Management schoolkit for schools'.

This document can be found under our GDPR section of our website.

Who we share pupil information with

There are some people that we share your information with but we only share it if it is going to help us or you.

- *Your new school when you leave us*
- *our local authority*
- *The Department for Education (DfE)*
- *Local Children's safeguarding board*
- *LADO*
- *LA Inclusion Support (such as special teachers who may work with you)*
- *Third party learning providers (such as the people who sort out your logins for Numbots, Maths Flex, Purple Mash, Reading Plus, Marvellous Me, Big Cat Collins e-books, Reading Eggs, Broadband where individual pupil logins may be required, Microsoft for email, Microsoft Teams, Images in Art – Art exhibition)*
- *School Management Information system (such as where Miss Baker get your address for sending certificates to your house)*
- *Purchased external support (The company that helps us to set up our emails and log in details)*
- *Automated parental contact services (Such as when we text your parents/carers to tell them about a special assembly)*

- *NHS (such as School Nurse)*
- *External providers of extra-curricular provision (such as the people who run after-school clubs)*
- *External providers of SEMHS support (such as special teachers who work with you to help you feel better)*
- *Research organisations we are working with (Lexia RAND-Europe EEF research project).*
- *External providers of School Meals (such as the cook who makes your dinner)*
- *Attendance and prosecution service & Education welfare officer (if you don't come to school lots)*
- *Internal school staff (the other teachers in our school)*

Why we share pupil information

We do not share your information with anyone without consent (asking you) unless the law and our policies allow us to do so. We are required to share information about you with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The Department for Education has a 'National Pupil Database' and this has some of your information in it. The Department for Education says that this information is kept safe.

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 of Education does share some information about pupils and you can find out how and why by going to the website below 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>

Requesting access to your personal data

You can ask to see the information we hold.

To make a request for your personal information, contact

dataprotectionofficer@abbey-jun.sandwell.sch.uk

Abbey Junior School Barclay Road Smethwick B67 5LT	
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Our data protection officer resides at the above address to ensure there is no compromise with data processing at Cape Primary School.

You also have the right to:

- Ask why your information is shared if it really, really upsets you.
- prevent sharing to stop getting lots of adverts
- object to decisions being taken by automated means
- some information can be destroyed or blocked
- claim compensation for damages caused by a breach of the Data Protection regulations

If you are worried about this then come and talk to us. 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:

dataprotectionofficer@abbey-jun.sandwell.sch.uk

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Table of changes/updates

What has changed?	Date of Change/Update
Additional provider with whom we share information. <ul style="list-style-type: none"> • EYFS/KS1 only – Assessment information for external SSIF projects (2018-19 only) Manor Teaching School Alliance and Ryders Hayes Teaching School. 	September 2018
Where you were born removed from information we collect about you.	September 2018
Removal of <i>EYFS/KS1 only – Assessment information for external SSIF projects (2018-19 only) Manor Teaching School Alliance and Ryders Hayes Teaching School.</i> Project ended	September 2020
Change of name for network manager from Mr Oakes to Mr Choudry/Mr Cole	September 2020
Additional companies added as examples of third party providers of services – learning platforms	January 2021
New IT management company for network management, images in art for art exhibition	July 23
Changes to subscription services e.g. removed Education City, added Maths Flex, Numbits	July 24