



Aldborough Primary School
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Aldborough Primary School Pupils Privacy Notice

Aldborough Primary School is the Data Controller of the personal information you provide to us for the purposes of the Data Protection Act. 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.

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

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

- Personal information (such as name, date of birth, 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 (national curriculum assessment results, teacher assessments)
- Medical conditions, allergies etc.
- SEND information
- Behavioural information
- Photographs (for identification purposes, records management, attendance procedures and as part of online learning journeys – Tapestry)
- Photographs & Video (to enhance and enrich the curriculum)
- Photographs & Video (for social media, publicity and other media purposes)

We may receive information about you from your previous school, Children's services, the police and the NHS. We hold this personal data and use it to:

- support pupils teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing
- to support your transition to high school
- to comply with the law regarding data sharing.



We collect and use pupil information under lawful basis from article 6:

- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. and under lawful basis from article 9:
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Consent

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.

If we do require your consent, this will be done separately to this privacy notice and will require your signature. If however you wish to withdraw your consent you have the right to do so.

Storing pupil data

Personal data relating to pupils at Aldborough Primary school and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with and why

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Name
- Date of birth
- Ethnicity
- SEN
- Nationality & Country of birth
- FSM eligibility

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Aldborough Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP 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 the confidentiality of any data shared from the NDP is maintained.

Aldborough Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- our local authority
- a school that a pupil attends after leaving us
- agencies that are prescribed by law - for example social services, early help, NHS and other agencies the school works with
- We also have to share data with after school club providers and residential settings
- Pupil support services

All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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. 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>.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the LA or the DfE as follows:

Records & File Access Manager,
 Children's Services,
 County Hall,
 Room 22,
 Martineau Lane,
 Norwich,
 NR1 2DL
 Email: info.management@norfolk.gov.uk
 Tel: 01603 223839

- Ministerial and Public Communications Division
 Department for Education
 Piccadilly Gate
 Store Street
 Manchester
 M1 2WD



Contact form <https://www.gov.uk/contact-dfe>
Telephone 0370 000 2288
Fax 0161 600 1332

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Aldborough Primary School uses your personal data.
- Request access to the personal data that Aldborough Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Aldborough Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.aldborough.norfolk.sch.uk) or download our GDPR Data Protection Policy.

Requesting access to your personal data

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 13 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please complete a subject access request form which can be found on the schools website. This then needs to be emailed or handed in to 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
- claim compensation for damages caused by a breach of the Data Protection regulations



If at any point you think there is a problem in the way we are handling your data you have a right to complain to the Information Commissioner's Office (ICO) - 0303 123 1113.

Ané Van Den Berg is the Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01263 733270 or avandenberg@aylshamhigh.norfolk.sch.uk.



Appendix 1 –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>

