



**BROADWAY  
FIRST SCHOOL**  
Inspire • Challenge • Achieve

# **Privacy Notice Pupils**

## **Broadway First School** **Privacy Notice (How we use pupil information)**

Broadway First School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department of Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law. This privacy notice explains how we collect, store and use personal data about **pupils**.

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

- Personal information (such as name, contact details, unique pupil number and address)
- Characteristics (such as language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information (for example, medical conditions and allergies)
- Information relating to Special Educational Needs
- Details of any support received, including care packages, plans and support providers
- Significant behavioural or emotional concerns where support is/may be required
- Safeguarding information

### ***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 protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

### ***The lawful basis on which we use this information***

We only collect and use pupils' personal data when the law allows us to, specifically the General Data Protection Regulation, which replaces the Data Protection Act. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform a task in the public interest

Less commonly, we may also process pupils' data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests

Where we have obtained consent to use pupils' personal data, this can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **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.

### ***Storing pupil data***

Broadway First School has a duty to retain some pupil data for a period of time following their departure from the school for legal reasons. Different categories of data will be retained for different periods of time.

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

We do not share information about pupils with any third party without consent unless law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with GDPR) we may share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Other agencies as required (e.g. NHS for hearing screening for Reception)
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts, tribunals
- Professional bodies
- Club leaders for external companies if they need to contact you whilst they are in school (e.g. to let you know about an injury)

### ***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.

### ***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. This is called a 'Subject Access Request'.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (under the age of 13), or where the child has provided consent.

Parents also have the right to make a Subject Access Request with respect to any personal data the school holds about them.

If you make a Subject Access Request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
- Give you a copy of the information in an intelligible form.

To make a request for your personal information, or be given access to your child's educational record, contact **Mrs Godber, School Secretary**.

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 would like to make a request please contact the school's Data Protection Officer, via the school office.

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 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:

**Mrs Godber, School Secretary**  
[office@broadway.worcs.sch.uk](mailto:office@broadway.worcs.sch.uk)  
**(01386) 852485**