



PRIVACY NOTICE

How we use pupil information

Who processes your information?

Barnes Infant Academy is the data controller of the personal information you provide to us. 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 Barnes Infant Academy upholds are imposed on the processor.

The categories of pupil information that we process include:

- personal information (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to ensure eligibility for services provided
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

The Lawful basis on which we use this information

We need to collect and use pupil information in order to comply with the relevant legislation for providing education to a child, including the Education Act 2006, the Education and Inspections Act 2006 and the Children's Acts 1989 and 2004. The lawful basis for processing is therefore as we

have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR).

Some of the information we need to hold is classed as special category information – primarily ethnicity, gender and any health conditions. The legal basis for processing this data is provided by Article 9(2)(b) of GDPR.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year, Common Transfer File (CTF) or secure file transfer from previous schools, permissions slips for days out and photographs or digital media to record such events throughout the year.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

We hold education records securely until a pupil changes school. Records will then be transferred to the new school, where they will be retained until the pupil reaches the age of 25, after which they are safely destroyed.

Full details of the Information and Records Management Society's guidelines for retaining school information are available from the IRMS Toolkit for Schools at <https://irms.org.uk/page/SchoolsToolkit>

All information is held securely with physical, organisational and electronic access controls to safeguard the information both at rest and in transit.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend when leaving the Academy
- the local authority, Sunderland City Council
- the Department for Education (DfE)
- Ofsted
- social and welfare organisations, eg NHS, school nursing teams
- contracted providers, eg speech therapists
- law enforcement agents and courts

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We will always seek consent to share information if there is no legal basis to share.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via the local authority for the

purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. The pupil data that we lawfully share with the DfE through data collections underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.

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>

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

For more information about the Department's NPD data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>. To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that the Academy holds. To make a request for your personal information, or be given access to your child's educational record, contact the School office.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School office.

Contact

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

Email: office@barnesinfantacademy.org.uk

Post: School Business Manager
Barnes Infant Academy
Mount Road
Sunderland
SR4 7QF

Tel: 0191 5251203