



Talavera Junior School Privacy Notice: Pupils

Why do we collect and use pupil information?

We use the pupil data:

- to support your learning
- to monitor and report on your progress
- to provide appropriate pastoral care – this means how we help you feel well and happy
- to check how we are doing in our teaching and supporting
- to follow the law regarding data sharing

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

- 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)

Collecting pupil information

Most of the information you give to us is mandatory – this means you have to give it to us. However, some of it is given to us on a voluntary basis. This means you let us have it but you don't need to. You can ask us which data belongs in which category and, as the law tells us to, we will let you know.

Storing pupil data

We hold your data for as long as you remain in our school. Your file will then be sent to your new school.

Who do we share your information with?

We share your information with:

- schools that you attend after leaving us
- our local authority
- the Department for Education (DfE)
- the School Nurse / NHS

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 your data with the Department for Education (DfE) on a statutory basis – this means that the government tells us we have to do it as it links to how we get our funding and how our work is checked.

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 that the government tells us to collect, you can 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 evidence on educational performance to inform independent research. 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. 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 strong ways to make sure your data is kept safe, both in terms of who can access it and what it can be used for. To be granted access to pupil information, organisations must follow strict terms and conditions covering the confidentiality and handling of the data, security arrangements, and retention (keeping) 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 the 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, contact the Data Protection Officer. You can find this information at the end of this document.

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, you should raise your concern with us first or directly to 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:

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