



**Crawford Village**  
Primary School & Nursery

*Small enough to care...big enough to inspire*

# ***Privacy Notice for Pupils & Families***

# Privacy Notice

## Who processes your information?

Crawford Village Primary School is the data controller of the personal information you provide to us. The school Governors are responsible for the accuracy and safe-keeping of data. 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. There is an independent data protection officer. Their role is to oversee and monitor the school's data protection procedures, to ensure they are compliant with the General Data Protection Regulation (GDPR) and report to the Governing Board.

In some cases, your data will be outsourced to a third party processor. Where the school outsources data to a third party processor, the same data protection standards that Crawford Village Primary School upholds are imposed on the processor.

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

- Personal information (including some parental information) such as name, address, date of birth, unique pupil number
- Characteristics & Demographics (such as ethnicity, language, nationality, country of birth, free school meal eligibility)
- Attendance information (incl. sessions attended, number of absences and reasons)
- Academic information
- Medical information
- Special Educational Needs and Disability
- Health and Safety Information
- Behaviour and exclusions

## Why we collect and use this information

Crawford Village Primary School has 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 (LA) and/or the Department for Education (DfE).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to promote school-related and community activities
- to promote the school for marketing purposes and celebrate achievement

## The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following:
  - a.) The individual has given clear consent for their personal data to be processed for a specific purpose.
  - b.) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract applies:
  - c.) Processing is necessary for compliance with a legal obligation to which the controller is subject;

### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - j.) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on 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.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

## 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

Personal data relating to pupils at Crawford Village 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, as outlined in the School Data Retention Policy.

## Who we share pupil information with

The school routinely shares pupils' information with:

- schools that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- NHS/school nurse/social workers
- Management Information Systems (SIMS)
- educational suppliers (such as Mathletics)
- business system providers ( e.g. website host)

\*In exceptional circumstances, we may share personal data with other statutory bodies

## Why we share pupil information

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

We share pupils' data with SIMS as electronic versions of their personal details. This data is also used to inform the statutory pupil census.

We share data with 3<sup>rd</sup> party suppliers for the provision of events, activities, learning resources and for marketing purposes.

## 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. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer, Dr Chris Lomas, on [data@crawfordvillageprimary.uk](mailto:data@crawfordvillageprimary.uk)

## 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 Crawford Village Primary School uses your personal data.
- request access to the personal data that Crawford Village 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.
- 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

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 Crawford Village Primary School and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office (ICO) on 0303 123 1113, Monday-Friday 9am-5pm or at <https://ico.org.uk/concerns/>

## Contact

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.crawfordvillageprimary.uk](http://www.crawfordvillageprimary.uk)) where you can download a copy of our Data Protection policy, or contact:

Data Protection Officer, Dr Chris Lomas, on [data@crawfordvillageprimary.uk](mailto:data@crawfordvillageprimary.uk)

## Data Fields and the lawful basis for collection

Categories of data	Compulsory (legal obligation)	Voluntary (consent)
Name	*	
Contact details	*	
Date of Birth	*	
Official and internal use photos	*	
External use photos		*
Videos		*
Medical Information	*	
Academic Information	*	
Attendance Information	*	
SEND Information	*	
Safeguarding	*	
Health & Safety Information	*	
Demographic Information		*