***Dobcroft Infant School*** 

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| ***‘To provide a foundation for fulfilled lives, inspiring confident and happy learners’*** | | | | | | |
| Our Values | Enjoy learning | Try our best | Make good choices | Respect each other & our surroundings | Work together | Celebrate our successes |
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**Privacy Notice 2018**

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| Document Adopted By Governing Body | |
| Date: | May 2018 |
| Signed (Chair): |  |
| Print Name: |  |
| Date of Next Review: |  |

**Privacy Notice - How we use pupil information**

**Why we collect and use pupil information**

We collect and use student information to ensure that students are safeguarded and achieve the best possible outcomes from their time in school. We also need this information to fulfil our legal obligations with local authorities and parents.

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

**Examples of the categories of pupil information that we collect, hold and share include:**

* Personal information (including name, unique pupil number and address, next of kin, letters from parents, information from previous schools, other agencies such as speech and language therapists, nursery settings)
* Characteristics (such as ethnicity, language, nationality, country of birth, learning needs and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Information relating to behaviour, exclusions, racist incidents
* Medical information (such as diagnosis, medication and related reports from medical professionals)
* Results from SATs testing and pupil progress relating to the national curriculum.

**Storing pupil data**

We hold pupil data for six years.

**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.

**Who we share pupil information with**

We routinely share pupil information with:

* schools that the pupil’s attend after leaving us
* our local authority
* the Department for Education (DfE)
* the local GP
* other proffessionals associated with you.

**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, the educational attainment policy and monitoring.

**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>

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

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.

**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 the school office:

Email: [enquiries@dobcroft-inf.sheffield.sch.uk](mailto:enquiries@dobcroft-inf.sheffield.sch.uk)

Tel: 0114 2368099

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, we request that you raise your concern with us in the first instance. Alternatively, you can 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 Cathy Rowland (Head teacher)

Email: [headteacher@dobcroft-inf.sheffield.sch.uk](mailto:headteacher@dobcroft-inf.sheffield.sch.uk)

Tel: 0114 2368099