



### **Privacy Notice (Pupil / Parent information)**

The North Cotswold Schools Federation comprises Cold Aston, Longborough, Swell and St James & Ebrington CofE Primary Schools and they fall under the registration numbers:

Cold Aston: 115609

Longborough: 115632

Swell: 115652

St James & Ebrington: 115713

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

- Current Pupil
  - Basic information
    - names, parents names, contact addresses, date of birth, contact telephone numbers, contact e-mail addresses and other contact details;
  - Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
  - images of students (and occasionally other individuals) engaging in School activities,
  - Attendance information (such as sessions attended, number of absences and absence reasons)
  - Academic scores and levels attained, Disciplinary and SEND support information
  - bank details and other financial information, e.g. about parents who pay for trips and other activities
- Past Pupils and Leavers
  - Academic, disciplinary, admissions and attendance records (including information about any special needs), information and examination scripts and marks;
  - information relating to past information (such as name, unique pupil number and address)

### **Why we collect and use this information**

We use the pupil data:

- For the purposes of student administration (and to confirm the identity of prospective students and their parents)
- To provide education services, including extra-curricular activities to students, and monitoring students' progress and educational needs
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis, insurances and taxation records)
- To enable relevant authorities to monitor the School's performance and to intervene or assist as appropriate
- To give and receive information and reports about past, current and prospective students, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend
- To enable students to take part in national or other assessments, and to publish the results of public examinations or other achievements of students of the School

- To safeguard students' welfare and provide appropriate pastoral care
- To fulfil our contractual and legal obligations
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's IT Acceptable Use Policy
- To make use of photographic images of students in School publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's policy for security purposes.

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

In order to carry out its ordinary duties to staff, students and parents, the School may process a wide range of personal data about individuals (including current, past and prospective staff, students or parents) as part of its daily operation. Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its staff, or parents of its students.

Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

These reasons may include:

- To safeguard students' welfare and provide appropriate pastoral and medical care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so: for example for medical advice, social services, insurance purposes or to organisers of School trips;
- To provide educational services in the context of any special educational needs of a pupil
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

### **Collecting pupil information**

Generally, the School receives personal data from the parents of the pupils (or in the case parents, from themselves). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments). However, in some cases personal data may be supplied by third parties (for example another School, or other professionals or authorities working with that individual); or collected from publicly available resources. 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**

The School will retain personal data securely on its SIMS database or in locked storage facilities and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff and pupil personnel files is up to 7 years following departure from the School. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

### **Who has access to the data and who does the School share it with**

Occasionally, the School will need to share personal information relating to its community with third parties, such as professional advisers, Ofsted Inspectors, Lawyers and Accountants or relevant authorities such as HMRC, Police or the Local Authority. For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols.

However, a certain amount of any medical, pastoral and SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Staff, students and parents are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as Social Services or police. For further information about this, please view the School's Safeguarding Policy.

For the purposes of maintaining a safe and secure environment, the School reserves the right to monitor all internet traffic through its filtering systems and all domain joined devices through e-Safe monitoring software and services.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers, cloud storage and social media providers. Where possible this is subject to GDPR assurances that personal data will be kept securely and only in accordance with the School's specific directions. We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

#### **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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

#### **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-pupildatabase-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
- 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/dataprotection-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-pupildatabase-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 or their children that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Alexandra Symondson, Executive Headteacher.

The schools' Data Protection Officer details are: DPO Centre

Email: [hello@dpocentre.com](mailto:hello@dpocentre.com)

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:

Executive Headteacher, Alexandra Symondson [exehead@ncsf.school](mailto:exehead@ncsf.school)

<b><u>Longborough C of E Primary</u></b> Longborough, Moreton in Marsh, Gloucestershire, GL56 OQD Tel. 01451 830097 longboroughadmin@ncsf.school	<b><u>Cold Aston C of E Primary</u></b> Cold Aston, Cheltenham, Gloucs GL54 3BN Tel: 01451 820470 coldastonadmin@ncsf.school	<b><u>Swell C of E Primary</u></b> Lower Swell, Cheltenham, Gloucs, GL54 1LH Tel. 01451 830707 swelladmin@ncsf.school	<b><u>St James &amp; Ebrington C of E Primary</u></b> Pear Tree Close, Chipping Campden, Gloucs, GL55 6DB Tel. 01386 840634 stjebadmin@ncsf.school
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