



Privacy notice for pupils and their families – how the school uses pupil information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals or Pupil Premium
- **Safeguarding information** – e.g. court orders and professional agency involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any needs you have
- **Medical and administration** – e.g. doctors' information, your health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Pastoral information** – e.g. relating to requirements for looking after you while on school trips, etc
- **Catering and Free School Meal management** – e.g. to make sure that your special dietary needs are met

This list is not exhaustive: to access the current list of information the school processes, please see the school's **Data Asset Register** which can be found on the school website

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government
- To communicate with you effectively
- To process your payments for meals, snacks, trips and other services

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of meeting the legal duties placed on us by the government and for assessing the quality of our services, in accordance with the legal basis of legal obligation under Article 6, and paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996, reporting to the Department for Education
- For the purposes of performing tasks carried out in the public interest, providing appropriate pastoral care and monitoring progress and attainment, and communicating effectively with you
- For the purposes of legitimate interests legal bases, to communicate with you effectively and to process your payments
- in accordance with the consent and contractual legal bases to provide additional pastoral care in our Breakfast and After School clubs

How do we collect your information?

We collect your personal information via the following methods:

- Application forms to the Local Authority when applying for your primary school place

- Registration forms on enrolling at school (Pupil Information forms)
- Annual review of data held each autumn term (data Collection forms)
- Direct instruction from you verbally or in writing
- Common Transfer File (CTF) from your previous school
- Child protection plans from third party agencies
- From information you give on other school platforms like eSchools or ParentPay

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's [Data Retention Schedule](#), which can be found on the school website. Your information is kept either under lock and key or is password protected.

For more information about how we keep your information safe, please see the school's [GDPR Data Protection Policy](#) which you can find [on the school website](#)

Who do we share your information with?

We routinely share your information with:

- The Local Authority
- The DfE
- Schools that you go to after leaving us
- Carefully chosen service providers whose own Privacy Policies are in line with UK GDPR regulations, to facilitate communication with you and processing of your payments
- The NHS - school nurses, dentists and opticians – and other professional bodies such as Educational Psychology Services, CAMHS where individual circumstances require their intervention

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so, though in some cases refusal of consent renders a service unavailable e.g. text messaging, school email, purchase of goods and services, use of online learning platforms. We do not share your information for marketing purposes. We only share your information to help provide better educational resources or better pastoral care for you

Department for Education (DfE)

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

How does the government use your data?

The Government uses your data to:

- inform and populate school performance tables and in statistical analysis
- monitor how well adopted children are cared for and educated
- evaluate and inform educational policy
- assess funding to local authorities and schools

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- request access to the information the school holds about you
- restrict our processing of your personal data, i.e. permitting its storage but no further processing
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

- have your personal data rectified if it is inaccurate or incomplete
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- request the deletion or removal of personal data where there is no compelling reason for the continued processing
- seek compensation, either through the ICO or the courts

If you want to request access to the personal information that we hold about you, please contact **the school’s data protection officer (DPO) Miss Lesley McGann on 01925 762346 or by email to twissgreen_primary_head@warrington.gov.uk**

If you are concerned about the way we are collecting or using your information, please raise your concern with the school’s **DPO** in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**, Miss Lesley McGann, on **01925 762346 or by email to twissgreen_primary_head@warrington.gov.uk**

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact **Miss Lesley McGann on 01925 762346 or twissgreen_primary_head@warrington.gov.uk**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.twissgreen.net, the Gov.UK website, or download our Data Protection Policy and [Records Management Policy](#) from the school website.

Declaration

I, _____ **name of pupil/parent**, declare that I understand:

- the categories of my personal information Twiss Green Community Primary School collects and uses;
- that Twiss Green Community Primary School has a lawful basis for collecting and using my personal information;
- that Twiss Green Community Primary School may share my information with the DfE, LA and other stated organisations;
- that Twiss Green Community Primary School does not share information about me with anyone without my consent, unless the law and their policies allow them to do so;
- that my information is retained in line with Twiss Green Community Primary School’s Records Management Policy;
- my rights to the processing of my personal information.

Name: _____

Signature: _____

Date: _____