

General Data Protection Regulation (GDPR) Privacy Notice - Pupils

We collect and hold personal information relating to our pupils, and their families, and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:-

- support our pupils learning (which could include the use of websites and applications)
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- safeguard our pupils
- meet the statutory duties placed upon us for DfE data collections

The information will include their:-

- personal identifiers and contacts eg unique pupil number, contact details and addresses
- characteristics eg gender, ethnicity, nationality, country of birth, language, religion and Pupil Premium eligibility
- safeguarding information
- information relating to special educational needs
- any relevant medical information
- attendance information eg sessions attended, number of absences & absence reasons and any previous schools attended
- National Curriculum assessment and attainment results
- behavioural information eg exclusions and critical incidences
- photographs
- CCTV footage

This list is not exhaustive. For detailed information on how and why we process our workforce data please see our **Data Protection (GDPR) Policy** which is available on our school website.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. Data will be deleted in accordance with the school's Records Management Policy in conjunction with Information and Records Management Society's toolkit for schools.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so however we are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process.

Under data protection legislation, parents have the right to request access to information about their child that we hold. To access to your child's educational record, contact: Mr Al Kingsley, Data Protection Officer, at Dogsthorpe Infant School Office.

For more information on how and why we process our children's data please see our Data Protection Policy (GDPR) which is available on our school website.

For more information about how the DfE and LA collect and use children's data please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/government/publications/dfe-external-data-shares>