



Pupil Privacy Notice Alvechurch CofE Middle School

Data Protection Officer:

Mr J Griffin email: dpo@alvechurch.worcs.sch.uk

How we use pupil information

Alvechurch CofE Middle School is the data controller of pupil personal information provided to us.

Alvechurch CofE Middle school holds a legal right to collect and use personal data relating to pupils and their families and will also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following;

- Article 6 and Article 9 of the GDPR ([link](#))
- Education Ast 1996 ([link](#))
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Why we collect and use this information

- 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

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

- Personal information to include name, unique pupil number and address, family contacts
- Characteristics i.e ethnicity, language, nationality, country of birth, free school meal eligibility
- Attendance information e.g. sessions attended, number of absences and reasons
- Assessment information
- Relevant Medical information
- Information relating to Special Educational Needs
- Behavioural Records

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

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 2018, when we request information from you, we will be clear on whether the information is mandatory or not with specific reasons of the purpose for requesting such data.

Data Collected by STEPS

Data will be collected and processed by Alvechurch Middle School on behalf of STEPS and will be retained in line with the school's Data Protection Policy. Data may be shared with Crown Meadow First School and Nursery, BAM FM Ltd and other relevant third parties, under our data processing agreement with them, for the purposes of care, health, safeguarding, administration and invoicing.

How long will information be kept

Personal data relating to pupils at Alvechurch CofE Middle School to include family details is stored in line with our schools's GDPR Data Protection Policy.

In accordance with the GDPR, we will 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.

Who and Why we share pupil information

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) is managed by the DfE and contains information about pupils in schools in England. Alvechurch CofE Middle School is required by law to provide information about our pupils to the DfE as part of the statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by;

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Alvechurch CofE Middle School will not share your personal information with any third parties without your consent unless the law allows us to do so. We do routinely share pupil information with:

- schools that the pupil's will attend after leaving us
- our local authority (LA)
- the Department for Education (DfE)
- NHS for routine visits to include Year 6 Heights and Weights and Y8 girls vaccinations
- BAM FM Ltd
- Other relevant third parties in line with our data processing agreement with them

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.

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 Mrs Rees our school office manager or Mr Jon Griffin, our data protection officer.

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 Rees, our school office manager, Mr Griffin our data protection officer or Mr Snell, our Headteacher.

Declaration:

Pupil: I, _____, Class: _____ declare that I understand:

Parent: I, _____, declare that I understand:

- Alvechurch CofE Middle School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Alvechurch CofE Middle School may share my data with the DfE, and subsequently the LA.
- Alvechurch CofE Middle School will not share my data to any other third parties without my consent, unless the law require the school to do so
- Alvechurch CofE Middle School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.