



Who processes pupil information?

We, Eton Wick CE First School are the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Christine Fletcher acts as a representative for the school with regard to its data controller responsibilities, and she can be contacted on 01753 860096 or office@etonwickschool.org.uk

We collect information from you, and may receive information about your child from their previous school. We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.

Which data is collected?

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

- Personal information (such as name, unique pupil number, address, parent contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information – (national curriculum assessment results)
- Relevant medical information
- Any behavioural or exclusion information
- Where they go after they leave us
- Any special educational needs and information relating to SEND

Why we collect and use this information and the lawful basis on which we use this information

Eton Wick CE First School holds the legal right to collect and use personal data relating to pupils and their families, and we may 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
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013



In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To contact parents
- To share with relevant authorities for statistics, census and other purposes
- To share with partner agencies
- To communicate information to parents via phone calls, emails and texts
- To share information with PTA for various fundraising events

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.

Storing pupil data

Personal data relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Local Authority to fulfil statutory requirements
- the Department for Education (DfE) for pupil census
- exam assessment MIS systems – Insight Tracker
- Department of Health (DfH)
- Berkshire Healthcare Foundation Trust (BHFT)
- OFSTED
- The School's Management Information System (MIS)
- Teachers 2 Parents Communication system



- On-line learning Apps such as 2 Build a Profile and Times Tables Rockstars used by the teachers for students.
- School photographers, respective Parent Teacher Association (PTA) and other parents for arranging fundraising events and other activities after obtaining relevant consent.
- School governors
- Local children's partnership groups like MASH, speech and language therapists, social workers for more vulnerable children or children with special educational needs after obtaining relevant consent
- Berkshire Maestros (consents directly obtained by BM from parents)
- Fisher Family Trust
- 'Under 5' free milk providers 'Cool Milk' as per government scheme
- Day trip and residential trip providers

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. We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013. Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.

The Local Authority (LA) uses information about children and young people for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on, for example, the funding of schools, assess their performance and to set targets for them. The statistics are anonymized so that individual children and young people cannot be identified from them. Aggregated data derived from anonymized pupil records may be used to respond to Freedom of Information requests. The LA is also required to maintain the accuracy of all information held about children and young people in their area. The Local Authority (LA) may also share information with other Local Authorities.

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>

What are your rights and 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, please contact Mrs Christine Fletcher, School Secretary, Eton Wick CE First School



You also have the right to:

- be informed about how the school uses your personal data
- 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>

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Christine Fletcher, School Secretary, Eton Wick CE First School

