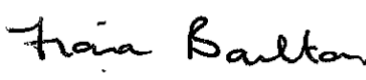


March  
2024



# PRIVACY NOTICE

Approved by Governors:	20 <sup>th</sup> March 2024
Signed	 Fiona Boulton, Chair of Governors
For review:	March 2026

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BALDWINS GATE CE PRIMARY SCHOOL**

# **Baldwins Gate CE Primary School**

## **Privacy Notice (How we use pupil information)**

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

We, Baldwins Gate Primary School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is provided by the Information Governance Team at Staffordshire County Council (see 'Contact us' below).

### **The categories of pupil information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs captured in school
- Characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

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

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies or emergency contact details)
- f) to meet the statutory duties placed upon us. For DfE data collections

Under the UK General Data Protection Regulation (UK GDPR), [UK GDPR - Article 6](#) the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for the Department for Education (DfE) census information
  - [Section 537A of the Education Act 1996](#)
  - [the Education Act 1996 s29\(3\)](#)
  - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
  - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
  - [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

## Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the school's operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data securely while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We follow guidance from the [IRMS \(Information and Records Management Society\)](#) and the information provided in their 2019 Toolkit for Schools.

For more information on how we keep your data safe, please see our Data Protection Policy.

## Who we shall pupil information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about your child with:

- Schools that the pupil attends after leaving us – to transfer educational records with the child as they progress through school.
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance and exclusions.
- Suppliers and service providers – to enable them to provide the service we have contracted them for (eg ParentPay).
- The Department for Education (DfE)
- Professional advisers and consultants (including speech therapists, support workers and the visual impairment team) – to ensure that children’s needs are met.
- Police forces, courts, tribunals – to comply with lawful requests in public interests.

## **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

We are required under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#).

You can also contact the [Department for Education](#) with any further questions about the NPD.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

## **Requesting access to your personal data**

Under UK GDPR parents 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 education record, contact Mrs Sarah Riley at [office@baldwingsgate.staffs.sch.uk](mailto:office@baldwingsgate.staffs.sch.uk) or our Data Protection Officer at Staffordshire County Council (see contacts information below).

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
- a right to seek redress, either through the ICO, or through the courts

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you have any concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

To make a complain, please contact our data protection officer at Staffordshire County Council [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office

- [raise a concern with ICO](#)
- or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Our data protection officer is contactable at:

Information Governance Unit  
Directorate of Corporate Series  
Staffordshire County Council  
Fourth Floor, Staffordshire Place 1  
Stafford ST16 2DH  
Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.