



Dear Parent/Guardian

## **Privacy Notice – GDPR May 2018 : How we use your information**

We, Cheddington Combined School, are a data controller for the purposes of the General Data Protection Regulations 2018. We collect personal information from you about your child under departmental census, the Education Act 1996, and Article 6 (GDPR). We may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The school holds this personal data and uses it:

- To support our pupils' teaching and learning
- To monitor and report on their progress
- To provide appropriate pastoral care
- For safeguarding and child protection
- To assess the quality of our services
- To comply with the Law regarding data sharing.

This information that we hold includes children's contact details (name, unique pupil number and address); national curriculum assessment results; attendance information; any exclusions information; where they go after they leave us; and personal characteristics such as ethnic group, language, nationality, country of birth and Free School Meal eligibility; any special educational needs they may have; as well as relevant medical information; and exclusion information.

We hold this data for the time your child attends our school. Records are then forwarded to their next place of education. (The exception to this are some records required under Keeping Children Safe in Education.) In holding data we follow Information Records Management Service guidance.

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.

We are required by law to pass some information about your child to the School Nursing Service; the Local Authority (LA); and the Department for Education (DfE) under Section 3 of The Education (Information about individual pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database 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.

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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>

Your child's name, age and year group is shared with online curriculum provision eg MyMaths.

We at Cheddington School will not give information about your child to anyone without your consent unless the law and our policies allow us to do so.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. If you want to see a copy of the information that we hold about your child, to make a request for your personal information or be given access to your child's educational records, in the first instance please contact Mrs Tamlyn, School Lead.

Our Data Protection Officer is Darrell Smith at turnITon and he can be contacted at [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk) (01865 597620 option 3).

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