



# **Monkhouse Primary School Privacy Notice – Pupils**

## DOCUMENT CONTROL SHEET

**Document Title:** Full Privacy Notice – Pupils – Primary

### Revision History

Issue Number	Date	Reason for issue
1.0	April 2018	Implementation of the General Data Protection Regulations (GDPR) coming into force in 2018.
2.0	September 2019	Update
3.0	January 2024	Update

## Privacy Notice (How we use pupil information)

Monkhouse Primary School collects, processes, and holds your personal information to assist in the management of the school.

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

- Personal information (such as name, unique pupil number and address)
- 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)
- National curriculum assessment results
- Special education needs information
- Relevant medical information
- Safeguarding Information (Such as court orders and professional involvement)
- Medical and administration (Such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Assessment and attainment
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

We can collect this information via registration forms at the start of the school year or via Common Transfer File (CTF) or secure file transfer from previous schools. We may also receive information from the local authority and the Department for Education (DfE)

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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.

## **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
- to meet our statutory obligations including those related to diversity and equality
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department of Education.

## **The Lawful basis on which we use this information**

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

- Article 6(1)(a) - Consent: you have given clear consent for us to process your personal data for a specific purpose.
- Article 6(1)(c) - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Article 6(1)(e) - Public task: the processing is necessary to perform a task in the public interest or for official functions (task or function has a clear basis in law).

We may process special category information for the following reasons under Article 9 of UK GDPR:

- Article 9(2)(a) Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law
- Article 9(2)(g) Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards
  - DPA 2018 Schedule 1 Part 2 (6) Statutory and government purposes
  - DPA 2018 Schedule 1 Part 2 (18) Safeguarding of children and individuals at risk

## **Storing pupil data**

We hold your education records securely in line with retention guidelines until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are destroyed securely. Other data we hold about you will be held for the set amount of time shown in our data

retention schedule. For more information on our data retention schedule and how we keep your data safe

### **Who do we share pupil information with?**

We will only provide personal information to an external organisation or individual for the purposes set out above or in order to help prevent; risk of harm to an individual, or if required to do so by law or under a data sharing agreement.

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS including the school nurse (*for inoculations, etc*)
- External agencies to support students during their time in education where this is in the students vital or legal interest.
- External companies to support students and the running of the school –

### **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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

#### **Department for Education**

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: section 3 of The Education (Information about 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>.

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 data protection legislation, parents and pupils have the right to request access to

information we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact [office@monkhouseprimary.co.uk](mailto:office@monkhouseprimary.co.uk) or telephone 0191 300 0490 and speak to a member of office staff.

In addition to the right to access you information you also have:

- the right to have your personal data rectified, if it is inaccurate or incomplete
- the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- the right to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- the right to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- the right not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting a member of the office team on [office@monkhouseprimary.co.uk](mailto:office@monkhouseprimary.co.uk) or telephone 0191 300 0490

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

Hannah Gilroy, Business Manager on [office@monkhouseprimary.co.uk](mailto:office@monkhouseprimary.co.uk) or telephone 0191 300 0490

### **Data Protection Officer (for Schools)**

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