



Privacy Notice

(How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under our legal requirements to provide education. The main pieces of legislation are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

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 share data for statutory inspections and audit purposes

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 lessons attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusions / behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)

The legal bases for processing the information that we collect, hold and share include:

- Consent: we have been given clear consent to process personal data for a specific purpose.
- Contract: the processing is necessary for a contract.
- Legal obligation: the processing is necessary for us, as a school, to comply with the law (not including contractual obligations).
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary for use to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

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 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

We hold pupil data for varying lengths of time depending on what the information is. To find out more, please see our retention schedule on our website.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority, Milton Keynes Council <https://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/data-protection-and-confidentiality>
- The Department for Education (DfE)
- The School Nursing Team / other health professionals where appropriate

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

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/educational/data-collection-and-censuses-for-schools>.

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 pupil information we share with the department, for the purpose of data collections, go to <http://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 the DfE: <https://www.gov.uk/contact-dfe>

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 education record, contact Alice Evans, Data Protection Officer at Bushfield School.

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
- Obtain and reuse personal data for their own purposes across different services.

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/>

Contact

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

- Alice Evans, Data Protection Officer

dpo@bushfieldschool.net

Bushfield School - Retention Schedule (Pupils)



Section	File Description	Statutory Provisions	Retention Period	Action (at the end of administrative life)
Records	Pupil's Educational Record	The Education Regulations 2005	Whilst at the school	The record will follow to the child to their next school.
Admissions Process	Unsuccessful Admissions + Appeal	School Admissions Code Statutory Guidance	Resolution of Case + 1 year	Secure Disposal*
	Register of Admissions	School Attendance 2014	Date of entry + 6 years*	Review
	Supplementary Information Form (religion, medical, etc)		Added to the pupil file. If unsuccessful admission, until the end of the appeals process.	Located in pupil's file, transferred to next school.
Attendance	Attendance Registers	School Attendance (DoE) 2014	Current year + 6 years	Secure Disposal
	Correspondence relating to authorised absence	Education Act 1996	Current year + 6 years.	Secure Disposal.
Special Educational Needs	SEN (Special Educational Needs) <ul style="list-style-type: none"> • Files • Reviews • IEPs (Individual Education Plans) • Statements • Advice and information provided to parents regarding educational needs • Accessibility Strategy 	Limitation Act 1980 Education Act 1996 Special Educational Needs and Disability Act 2001	DoB + 25 years (passed onto secondary school)	Files, reviews and IEPs – Review and Secure Disposal. Secure Disposal unless the document is subject to a legal hold.

School Meals Management	Free School Meal Registers		Current year + 6years	Secure Disposal.
	School Meal Registers		Current year + 6years	Secure Disposal.
Statistics and Management Information	SATs records and Results.		SATs results are retained in a pupil's file and therefore follows to their next school until the age of 25 years. The school collects a composite record of the whole year SATs results. These are kept for suitable comparisons.	Secure Disposal.
Curriculum	Implementation of Curriculum <ul style="list-style-type: none"> • Class Record Books • Mark Books • Homework Set 		Current year + 1 year.	Reviewed at the end of each year. Secure Disposal.
	Pupil's Work		Either sent home at the end of the year with the pupil, or kept for current year + 1 year.	Secure Disposal.
Educational Visits Outside the Classroom	Records from Educational Visits outside of the classroom.	Outdoor Education Advisers' Panel National Guidance	Date of visit + 14 years.	Secure Disposal.
	Parental consent forms for school trips where there has been no major incident.		Conclusion of the trip.	Secure Disposal.
	Parental consent forms for school trips where there has been a major incident.	Limitation Act 1980	DoB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip would be retained also.	Secure Disposal.
Local Authority Interaction	Secondary Transfer Sheets		Current year + 1 year	Secure Disposal.
	Attendance Returns		Current year + 6years	Secure Disposal.

	School Census Returns		Current year + 6years	Secure Disposal.
	Information sent from the Local Authority		Operation use	Secure Disposal.
Central Government Interaction	OFSTED report and papers		Life of the report and review	Secure Disposal.
	Returns made to the central government		Current year + 6years	Secure Disposal.
	Information sent from the Government		Operational use	Secure Disposal.

- Our current method of Secure Disposal is through a secure shredding company. Their contract states they are GDPR compliant.
- Records will be destroyed at the end of the financial year.