



## Oakridge Primary School Privacy Notice

### How we use pupil information

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

- Personal information (such as name, unique pupil number, contact details 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)
- Assessment information (including national curriculum assessment results, test scores, formative assessment notes and teacher summative assessment data)
- Relevant medical information and dietary requirements
- Information relating to SEND
- Behavioural information (including temporary exclusions and behaviour incident records)
- Safeguarding information

### Why we collect and use this information

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

### The lawful basis on which we use this information

We collect and use pupil information 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

- *In the event of an emergency, where the sharing of medical information with the appropriate medical authorities may protect someone's life, we do this under the basis of Vital Interests*
  - *As part of statutory collections for the Dfe we collect data for the completion of school censuses and school-level annual censuses, school capacity surveys, phonics screening checks, Key Stage 1 and 2 Assessment Data, with the legal basis of Compliance with a legal obligation*
- Education Act 1996  
Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

## Collecting pupil information

We collect pupil information via registration forms on entry or via Common Transfer Files (CTF) from previous school. 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 Data Protection legislation, 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 at Oakridge Primary School and their families is stored in line with the school's Data Protection Policy. In accordance with the Data Protection legislation the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, in line with our Retention Schedule.

## Who we share pupil information with

The school is required to share pupils' data with the Department of Education (DfE) on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Oakridge Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Dfe 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>

Oakridge Primary School will not share your personal information with any third parties without your consent, unless the law requires us to do so.

The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Education Authority (LEA)
- The NHS
- Specialist Special Educational Needs (SEN) Agencies
- Ofsted
- Standards and Testing Agency

The information we share with these parties include the following:

- Names, addresses and dates of birth of all pupils and their parents' names, addresses and contact details, and any information necessary to support these services.

## 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/education/data-collection-and-censuses-for-schools>.

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>

## 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, contact the school office using the email [office@oakridge.staffs.sch.uk](mailto:office@oakridge.staffs.sch.uk)

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- lodge a complaint and/or 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, if you are not satisfied with our response you can contact the external regulator of information rights and law the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

Because we collect and process personal data we are registered as 'Data Controller' under current Data Protection legislation. Please contact the school if you have any questions about this privacy policy and notice, information we hold about you, or if you have a complaint about privacy or misuse of personal data. Our registered address as Data Controller is:

Address: Oakridge Primary School, Silvester Way, Stafford ST17 0PR

Telephone : 01785 337300

You can also contact our Data Protection Officer using the contact details below.

Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

Post to:

*Data Protection Officer  
Information Governance Unit  
Staffordshire County Council  
2 Staffordshire Place  
Stafford  
ST16 2DH*