



How we use Information

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

- Personal information (such as name, unique pupil number and address);
- Characteristics (such as ethnicity, language, nationality and country of birth);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as academic records, test results and progress data);
- Relevant medical information (such as food allergies, medical conditions and records of accidents);
- Special Educational Needs information (such as assessments regarding individual difficulties, meetings and education plans);
- Behavioural information (such as records of incidents and exclusions);
- Names and contact details of those with parental responsibility;
- Personal circumstances of pupils, their family and others where relevant.

We obtain some of this information from previous schools or nurseries, the local authority and the Department of Education.

Why we collect and use this information

We use the personal 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 meet statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

Data protection law says that we must have a lawful basis for collecting and using ordinary personal data

Some types of personal data are singled out as likely to be more sensitive, and the law gives them extra protection. These are referred to as 'special category personal data' and we must have an additional lawful basis if we process these.

The special categories of personal data most likely to be used by the school are:

1. racial or ethnic origin data (as part of school census);
2. data concerning religious beliefs (i.e. as part of holiday planning or faith-based learning); and
3. data concerning health (i.e. medical data).

The lawful bases that we rely on are:

For the purposes of supporting pupil learning and monitoring and reporting on pupil progress:

- The processing is necessary – to undertake a public task
- The processing is necessary for compliance with any legal obligations to which the data controller is subject

For the purpose of providing appropriate pastoral care:

- The data subject (or in this case someone with parental control) has given consent to the processing
- The processing is necessary for compliance with any legal obligations to which the data controller is subject

For the purpose of assessing the quality of our services:

- The data subject (or in this case someone with parental control) has given consent to the processing
- The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed. We believe that in order to improve the quality of our services we need to analyse information that we hold.

For the purpose of meeting statutory duties placed upon us for DfE data collections (Departmental Censuses):

- The processing is necessary for compliance with any legal obligations to which the data controller is subject

Where we collect special category personal data it may be for all of our purposes and the additional lawful bases that we rely on are:

- The data subject (or in this case someone with parental control) has given explicit consent to the processing of the personal data for one or more specified purposes
- The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law
- The processing is necessary to protect the vital interests of the data subject or another natural person where the data subject is physically or legally incapable of giving consent
- processing is necessary for the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

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 the UK-General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information or if you have a choice in this.

Where you have given us consent to use the personal information of your child or yourself, you are entitled to withdraw your consent in all circumstances. You can do this by contacting the school using the details given

Storing pupil data

All pupil files are treated as confidential. Paper records are kept in lockable storage and all data stored electronically will have appropriate levels of security.

All data is retained in line with the [Information Management Toolkit for Schools \(May 2019\)](#) which can be found on our website or is available upon request from the school office.

Data is disposed of securely when required.

Sharing pupil information

We sometimes share your personal data with trusted third parties. These are listed below.

When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

Name of company/organisation	The service they perform for us
Gemini	IT/web site hosting
Gemini	IT/web maintenance
Santander	Bank
County /Gemini	Email
Connexions	Telephone (land line)
Tesco Sim Card Only	Mobile
Tempest	School Photographer
In house	Provision of school meals
The Shredder	Confidential waste disposal
Various providers. You will be given more information at the booking stage	Provision of venues and activities for residential and day trips
Various agencies. You will be given more information if this is required	Parental and pupil support
Specialist peripatetic teachers. You will be given more information as required	Provision of additional lessons i.e. for a particular sport or musical instrument

We will never sell or distribute your personal information to any other third parties or make it public unless we have a legal obligation to do so.

We have a legal obligation to routinely share pupil information with:

- schools that the pupils attend after leaving us;
- our local authority;
- Cumbria NHS Schools;
- the Department for Education (DfE). Where we provide links to websites of other organisations, for example through our website, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

Transferring data outside the EEU

Some of the organisations we use may transfer personal data outside the EEU. Where this happens, the School ensures that this is done lawfully, making certain that there are sufficient safeguards in place as approved by the Information Commissioner's Office (ICO), for example use of the ICO's standard contractual clauses

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>.

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-userguide-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-protectionhow-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-requestsreceived>

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 Miss G McElvogue, Fellview Primary School, Caldbeck, Wigton, CA78HF or our Data Protection Officer.

You also have the right to:

- **The right to be informed** about the collection and use of your personal data. We do this by providing you with this privacy notice.
- **The right to rectification.** If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address and we will promptly record your request and amend our records if required.
- **The right to erasure.** This is also known as 'the right to be forgotten'. You can make this request verbally or in writing. This right only applies in certain circumstances.
- **The right to restrict processing.** This right only applies in certain circumstances. If we agree to restrict your personal data for one or more purposes we will store it but not use it.
- **The right to data portability.** This allows you to obtain and re-use your personal data for your own purposes across different services. If you would like us to transfer your personal data electronically, we will do this. It only applies to information you have given us, which we hold electronically and where the School is the data controller.
- **The right to object.** You have the right to object to the processing of your personal data in certain circumstances where we rely on Public Task or Legitimate Interest for our lawful basis. You can make an objection verbally or in writing. You have the absolute right to stop your personal data being used for direct marketing.
- **Rights in relation to automated decision making and profiling.** The School does not use any of your personal data to make automated decisions or to create a profile of you.

Contact

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.

If you would like to discuss anything in this privacy notice, please contact: Miss Fawn Chastney or Catherine Hunt, our Data Protection Officer at Fellview Primary School, Caldbeck, Wigton, CA78HF, Tel: 01697 478437 or email: admin@fellview.cumbria.sch.uk

If you are unhappy about the way we handle your personal data we will explain how we have processed it and if we have made a mistake will tell you how we will put this right.

If you are still dissatisfied, you may report your concern to the Information Commissioner's Office (ICO) by contacting:

Wycliffe House, Water Lane, Wilmslow SK9 5AF

Tel. 0303 123 1113 email:

<https://ico.org.uk/concerns/>.