



# Penpol School

## GDPR Privacy Notice for pupils and their families

January 2024

# GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. Schools collect, process, store, use and dispose of different types of data: educational records, personal data and sensitive personal data. This document is a privacy notice for pupils and families outlining how such data is processed and controlled under current legislation - the **General Data Protection Regulation**.

## Who processes your information?

Penpol School is the **data controller** of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Vicki Woolcock acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01736 753472 or [secretary@penpol.cornwall.sch.uk](mailto:secretary@penpol.cornwall.sch.uk).

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Penpol School upholds are imposed on the processor.

**Tiffany Pope** is the **data protection officer (DPO)**. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with GDPR. The **DPO** can be contacted on **01736 753472** or [tpope@penpol.cornwall.sch.uk](mailto:tpope@penpol.cornwall.sch.uk).

## Why do we collect and use your information?

Penpol School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data 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
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the **personal data of pupils and their families** is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe
- To meet statutory duties placed upon us for DFE data collections
- To comply with the law regarding data sharing

### **Which data is collected?**

The categories of **pupil information** that the school collects, holds and shares includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Safeguarding information – e.g. professional involvement and court orders
- Attendance information – e.g. sessions attended, number of absences and reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Educational Needs and Disability
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of **parent information** that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for Free School Meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

## **How long is your data stored for?**

Personal data relating to pupils at Penpol School and their families is stored in line with the school's **GDPR Data Protection Policy**.

In accordance with the GDPR, 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.

## **Will my information be shared?**

The school is required to share pupils' data with the DfE and local authority on a statutory basis, this includes the following:

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Penpol School is required by law to provide information about our pupils to the DfE as part of statutory data collections either directly or via our local authority, 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 NDP 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.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### **1.1 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>

## **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- NHS
- researchers
- organisations connected with promoting the education or wellbeing of children
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Penpol School uses your personal data.
- Request access to the personal data that Penpol School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is restricted or erased where there is no compelling reason for its continued processing.
- Object to your personal data being processed that is likely to cause, or is causing damage or distress.
- Prevent processing for the purpose of direct marketing, automated decision making and profiting.
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Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time providing this data is not required by law or reasons specified above.

If you have a concern about the way Penpol School and/or the DfE is collecting or using your personal data, you can raise a concern with the **Information Commissioner's Office** on 0303 123 1113, Monday-Friday 9am-5pm - <https://ico.org.uk/concerns>.

## Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website at <https://www.penpolschool.co.uk> or download our **GDPR Data Protection Policy**.

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