

**Medina Primary School**  
**PRIVACY NOTICE – 2020/2021**  
**(how we use pupil information)**



You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

We, Medina Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Paula Aitken, c/o Medina Primary School.

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

- Personal identifiers (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special Educational Need information (such as provision, needs, placements, payments, medical information, care information)
- Medical information (such as medical need, GP contact data, allergies, dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment (such as in year and end of key stage assessment scores/grades for each subject and general progress data)
- Behavioural information (such as behavioural incidents, exclusions)
- Photographs (including CCTV images captured in school).

**We collect and use this information/pupil data to**

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Keep children safe
- Meet the statutory duties placed upon us for DfE data collections
- Carry out research
- To comply with the law regarding data sharing.

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

Personal information will only be collected and used with your consent or where it is needed by the school or the local authority to comply with a legal obligation.

**Collecting pupil information**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of request whether you are required to provide certain pupil information to us or if you have a choice in this. We collect pupil information via registration forms at the commencement of a pupil's time at Medina Primary School, via a Common Transfer File (CTF) or other secure transfer from their previous school and through annual and adhoc updates as necessary.

**Storing pupil data**

In accordance with the GDPR, Medina Primary School hold pupil data securely, both electronically and in paper records, and retain data in accordance with guidance in 'Information and Records Management Society's toolkit for schools'.

### **We routinely share pupil information with**

- Schools/educational establishments that the pupils attend after leaving us
- Government departments (including Local Authority and Department for Education (DfE))
- Daily attendance will be shared with the Portsmouth Local Authority's commissioned service called 'Welfare Call Ltd' for all Portsmouth Looked After Children attending this school
- Health Authorities (including School Nurse, NHS, Dental Academy)
- Pupil's family and representatives
- Educators and examining bodies
- Our regulator – Ofsted
- Police forces, courts, tribunals
- Professional bodies
- Library Service (to enable them to issue all Reception pupils with their own library card)
- Rocket Computer Services (IT support)
- RSConnectEd (parent communication)
- Caterlink (school dinners)
- Scomis (SIMS management information)
- Tucasi (cash management)
- Portsmouth Learning Gateway (staff training)
- TaylorMade (SSE secure emails)
- Fisher Family Trust (FFT)
- Athletics
- Education City
- Code Studio
- Scratch
- Junior Librarian
- Tapestry
- MarvellousME
- CPOMS (Child Protection Online Monitoring and Safeguarding system)
- Google Classroom
- Reading Plus
- Times Tables Rock Stars

We do not share information about our pupils with anyone without consent unless the law and/or our policies allow us to do so.

### **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, please write to: The Data Protection Officer, c/o Media Primary 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
- 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, you should raise your concern with Medina's Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Why we share pupil information**

We share pupils' data with 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 Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Under the public duties of the Portsmouth Local Authority for improving education standards in Portsmouth, relevant personal information (name and address) will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

Under the public duties of the Portsmouth Local Authority for moderating teacher assessments in Portsmouth, relevant personal information (UPN, name, subject and result) will be passed to our moderators from Southampton City Council in order for them to carry out their contracted duties on behalf of Portsmouth Local Authority.

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

**Contact**

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

Data Protection Officer c/o Medina Primary School.

If you need more information about how our local authority and/or DfE collect and use your information, please see the [Portsmouth City Council Data Protection Privacy Notice](#)

Or visit:

- DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>