



DAWPOOL

# Dawpool C.E. (Aided) Primary School

## School Privacy Notice



### **Vision Statement**

**'The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.'**

*'The Fruit of the Spirit is Love, Joy, Peace, Patience,  
Kindness, Generosity, Faithfulness, Gentleness  
and Self-Control'*

*(Galatians 5: 22-23).*

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@DawpoolCofE



## Table of Contents

1.	The categories of pupil information that we collect, hold and share include:.....	3
2.	Why we collect and use this information .....	3
3.	The lawful basis on which we use this information .....	4
4.	How we collect pupil information .....	4
5.	Retaining and Disposing of pupil data.....	5
6.	Who we share pupil information with .....	5
7.	Why we share pupil information.....	5
8.	Data collection requirements.....	6
9.	Requesting access to your personal data .....	6
10.	Individual's Rights.....	7
11.	Contact .....	8



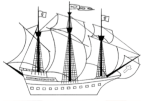
## **1. The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number (UPN) 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special educational needs information
- Exclusions/behavioural information

## **2. Why we collect and use this information**

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements. We collect and use pupil information for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe
- f) to comply with the law regarding data sharing



### **3. The lawful basis on which we use this information**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - [Section 537A of the Education Act 1996](#)
  - [the Education Act 1996 s29\(3\)](#)
  - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
  - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
  - [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

In addition, concerning any special category data:

conditions a, b, c and d of [GDPR - Article 9](#)

### **4. How we collect pupil information**

Whilst the majority of pupil information you provide to us is mandatory and the school has a legal basis to collect it, some pupil information is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), the school will inform you whether you are required to provide certain pupil information 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 is being used.

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*'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you, plans to give you hope and a future.'* (Jeremiah 29:11)



## **5. Retaining and Disposing of pupil data**

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. We retain and dispose of records in accordance with our records retention and destruction policy. These policy documents are available on request.

## **6. Who we share pupil information with**

We are required to share pupils' data with the DfE on a statutory basis. We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE) (Statutory)
- School Nurse, NHS.
- The National Pupil Database (NPD)

## **7. Why we share pupil information**

We do not share information about our pupils with anyone without consent, unless there is a legal basis to do. Examples of the legal basis for sharing information is given below.

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.



## **8. 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>.

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 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.

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>

## **9. Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child's educational record, contact the head teacher Mr D. Burrows. The Data Protection Officer for Dawpool Primary School is Jane Corrin and she can be contacted via the school office on 0151 648 3412.



## **10. Individual's Rights**

GDPR gives individuals the following rights:

- The right to be informed - Individuals have the right to be informed about the collection and use of their personal data.
- The right of access - Individuals will have the right to obtain:
  - confirmation that their data is being processed;
  - access to their personal data; and
  - other supplementary information
- The right to rectification - Individuals have the right to have inaccurate personal data rectified.
- The right to erasure - individuals can request to have personal data erased, also known as the right to be forgotten'. Individuals can make a request for erasure verbally or in writing and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.
- The right to restrict processing - Individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances.
- The right to data portability - Individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.
- The right to object – to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics
- Rights in relation to automated decision making and profiling – you can object to decision making based solely on automated means without any human involvement.



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## **11. Contact**

If you have a concern about the way we are collecting or using pupil's personal data, we request that you raise your concern with us in the first instance. If we cannot resolve your query then you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Head Teacher, Mr D. Burrows or Jane Corrin, Data Protection Officer, 0151 648 3412.

Privacy Notice updated 16<sup>th</sup> May 2018