

## Privacy Notice: Information about pupils in schools

### GDPR 2018: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We collect the information via admission forms or CTF, or secure file transfer from a previous school. We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- respond to census data required by Government.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Parents/carers have a right to know about data held, including;

- the types of data held
- why it is being held
- to whom it may be communicated.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. All data is collected, stored and processed in accordance with the full requirements of the GDPR 2018.

If you want to receive a copy of the information about your son/daughter that we hold, please contact: Hannah Gamble at [office@grandavenue.kingston.sch.uk](mailto:office@grandavenue.kingston.sch.uk)

Also see Data protection policy on our website.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the GDPR 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the DfE collect and use your information, or any concerns about personal data please visit:

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

- The Information Commissioner office at <https://ico.org.uk/concerns/>