

Pupil Name

Class

Aston Fields Middle School
Pupil Privacy Notice

How we use pupil information

Aston Fields Middle School is the data controller of personal information about pupils provided to us.

Aston Fields Middle School holds a legal right to collect and use personal data relating to pupils and their families and will 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
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Why we collect and use this information

- To support pupils' learning
- To monitor and report on pupils' progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To safeguard pupils

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

- Personal information to include name, unique pupil number and address, family contacts
- Characteristics, ie ethnicity, language, nationality, country of birth, free school meal eligibility
- Attendance information, eg sessions attended, number of absences and reasons
- Assessment information
- Relevant medical information
- Information relating to Special Educational Needs
- Behavioural records

We use the pupil data:

- To support pupils' learning
- To monitor and report on pupils' progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

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 General Data Protection Regulation 2018, when we request information from you, we will be clear on whether the information is mandatory or not with specific reasons of the purpose for requesting such data.

How long information will be kept

Personal data relating to pupils at Aston Fields Middle School, to include family details, is stored in line with our school's GDPR Data Protection Policy.

In accordance with the GDPR, we will 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.

Who and why we share pupil information

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Aston Fields Middle School is required by law to provide information about our pupils to the DfE as part of the statutory data collections, 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 NPD 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 NPD is maintained.

Aston Fields Middle School will not share your personal information with any third parties without your consent unless the law allows us to do so. We do routinely share pupil information with:

- Schools that pupils will attend after leaving us
- Local Authority (LA)
- Department for Education (DfE)
- NHS for routine visits to include Year 6 Heights and Weights and Y8 girls and boys HPV vaccinations

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 the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to your personal data

Under data protection legislation, parents/carers 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 Mrs A Hales, our Data Protection Officer.

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

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Mrs Hales, our school Data Protection Officer.

Declaration:

I, _____ declare that I understand:

- Aston Fields Middle School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- How my data is used
- Aston Fields Middle School may share my data with the DfE and the LA
- Aston Fields Middle School will not share my data to any other third parties without my consent, unless the law requires the school to do so
- Aston Fields Middle School will always ask for explicit consent where this is required and I must provide this consent if I agree to the data being processed
- My data is retained in line with the school's GDPR Data Protection Policy (see website)
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Signed _____

Dated _____

PLEASE RETURN THIS COPY TO MRS HINES, SCHOOL SECRETARY

A copy of our Privacy Notice is available on our website.

Mrs A Hales
Head of School/Acting Headteacher