



**Nettlebed Community School**  
High Street, Nettlebed, Oxon, RG9 5DA  
**Tel:** 01491 641328  
**Email:** [office.2504@nettlebed.oxon.sch.uk](mailto:office.2504@nettlebed.oxon.sch.uk)  
**Headteacher:** Mrs Bethany Greenwood

## Privacy Notice May 2021

The General Data Protection Regulation (GDPR) is a piece of EU legislation which came in to force in May 2018 and determines how people's personal data (any information which can identify a living person) is processed, kept safe, and the legal rights individuals have in relation to their own data.

GDPR's key principles are centred around :

- Data being processed fairly, lawfully and in a transparent manner
- Data must be collected for a specific, legitimate and explicit purpose
- Data must be held securely and only retained for as long as necessary
- Individuals have the right to erasure

As a school we hold personal data regarding the children, families and staff. Personal information includes name, unique pupil number and address as well as medical information and assessment data. We use licensed and maintained Management information systems which are common place in schools such as Intergris and Target Tracker. We also use some other web hosting systems, such as Reading Eggs, which hold minimal personal information.

We use the pupil data to:

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

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

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. This includes liaising with other governmental departments such as the NHS and Social Care as part of our safe guarding duties.

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, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data for a variety of length of times depending on the information. We follow OCC guidelines as to length of retention.

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS (eg sight and hearing tests)





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

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>

### **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, contact Mrs Greenwood via the School Office.

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; and
- 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, 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/>

If you would like to discuss anything in this privacy notice, please contact Mrs Greenwood, the Head teacher

### **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 the 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 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





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- 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>

This privacy notice has been compiled under the DfE guidance

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice>

