



# **PRIVACY NOTICE**

for  
**Godinton Primary School**

## **Privacy Notice – How we use pupil information**

Godinton Primary School is a data controller for the purposes of the General Data Protection Regulation (GDPR). We collect information from you and may receive information about you from your previous school, Kent County Council and the Learning Records Service.

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

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

### **Why do we collect and use pupil information**

We use the pupil data:

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

### **Categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, address and other contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

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- safeguarding information (such as court orders and professional involvement)
- National curriculum assessment results
- Special educational needs information
- Behaviour and Exclusion records
- Health & Safety information (such as records of minor injuries)
- Relevant medical information and dietary needs
- Still and moving images (such as photographs and videos of pupils)
- CCTV recordings (for security purposes only)

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.

### **Storing pupil information**

Godinton Primary School keeps information about you on computer systems and also sometimes on paper. We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations

### **Who do we share pupil information with?**

Where it is legally required, or necessary we may share personal information about pupils with:

We routinely share pupil information with:

- schools that our pupil attends after leaving us
- our local authority (**Kent County Council**) and their commissioned providers of local authority services
- Our regulators Ofsted, the Department for Education (DFE) and the ESFA
- Family members and their nominated representatives where parental permission has been granted to share such information
- Educators and examining bodies
- NHS and healthcare professionals
- Professional advisers, bodies and consultants (such as Educational psychologist)
- Health and social welfare organisations

- Law enforcement organisation and courts
- Suppliers and service providers (such as School Photography, Cycle Circle, Premier Sports, Parentmail, Independent Catering, sQuid online payments, Biostore registration system)
- Online teaching and learning subscriptions (such as 2Simple, MyMaths, Spag.com)
- Press and the media
- School trip and residential visit organisations
- Information Management Service providers (such as Capita SIMS)
- ICT support service providers (such as Eis)

We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

Additionally on some occasions, children's first names may be shared within the school community (for example, on class and leaver assembly programmes and merchandise, assembly scripts or Christmas card name lists).

### **Why we share pupil information**

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

In order to meet statutory requirements around appropriate education provision, and to fulfil safeguarding requirements, we share information about school history, and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with the GDPR.

## 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 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

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- 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>

### **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 contact the school's Data Protection Officer at the address at the bottom of this notice.

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

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

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Complaints can be made directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:**

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact:

Information Resilience & Transparency Team  
Room 2.71  
Sessions House  
Maidstone, Kent  
ME14 1XQ  
Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

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

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

The Data Protection Officer (Mrs L Crowfoot)  
Godinton Primary School  
Lockholt Close  
Ashford  
Kent  
TN23 3JR  
Email: [dataprotection@godinton.kent.sch.uk](mailto:dataprotection@godinton.kent.sch.uk)

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