

Medina Primary School

PRIVACY NOTICE

(how we use pupil information)



You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

We, Medina Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Paula Aitken, c/o Medina Primary School.

The categories of pupil information that we collect, hold and share include (but is not limited to):

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Parent/Carer information (such as name, address, contact details)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

We collect and use this information/pupil data to

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections.

The lawful basis on which we use this information

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), personal information will only be collected and used with your consent or where it is needed by the school or the local authority to comply with a legal obligation.

Collecting pupil information

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

In accordance with the UK GDPR, Medina Primary School hold pupil data securely, both electronically and in paper records, and retain data in accordance with guidance in 'Information and Records Management Society's toolkit for schools'.

We routinely share pupil information with

- Schools/educational establishments that the pupils attend after leaving us
- Government departments (including Local Authority and Department for Education (DfE))
- Daily attendance will be shared with the Portsmouth Local Authority's commissioned service called 'Welfare Call Ltd' for all Portsmouth Looked After Children attending this school
- Health Authorities (including School Nurse, NHS, Dental Academy)
- Pupil's family and representatives
- Educators and examining bodies (including Reception Baseline Assessment)
- The Governing Body of Medina Primary School
- Our regulator – Ofsted
- Police forces, courts, tribunals
- Professional bodies
- Portsmouth Library Service (to enable them to issue all Reception pupils with their own library card)
- Rocket Computer Services (IT support)
- Studybugs (attendance)
- Caterlink (school dinners)

- Scomis (SIMS management information)
- Tucasi/ScoPay (cash management)
- Transparency (SSE secure emails)
- Fisher Family Trust (FFT)
- Code Studio
- Scratch
- Junior Librarian
- Tapestry
- CPOMS (Child Protection Online Monitoring and Safeguarding system)
- Classroom Cloud
- Google Classroom
- Times Tables Rock Stars
- Oxford Owl
- Digimaps
- EduKey
- Ruth Miskin Training
- Insight

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

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 write to: The Data Protection Officer, c/o Media Primary School.

You also have the right to:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with Medina's Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Why we share pupil information

We share pupils' data with 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 Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Under the public duties of the Portsmouth Local Authority for improving education standards in Portsmouth, relevant personal information (name and address) will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

Under the public duties of the Portsmouth Local Authority for moderating teacher assessments in Portsmouth, relevant personal information (UPN, name, subject and result) will be passed to our moderators from Southampton City Council in order for them to carry out their contracted duties on behalf of Portsmouth Local Authority.

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 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
- 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>

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

Contact

If you would like to discuss anything in this privacy notice, please contact:
Data Protection Officer c/o Medina Primary School.

If you need more information about how our local authority and/or DfE collect and use your information, please see the [Portsmouth City Council Data Protection Privacy Notice](#)

Or visit:

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

Date of Approval by Full Governing Body:	January 2023
Due for Review:	January 2026