

## **Bernard Gilpin Primary School Privacy Notice (How we use pupil information)**

**This privacy notice explains how we collect, store and use personal data about pupils. Bernard Gilpin Primary School is the Data Controller for the use of personal data in this privacy notice.**

### **The categories of pupil information that we process include:**

- Personal identifiers and contacts (such as name, date of birth unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth 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 assessments, phonics results and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, and is subject to change.

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

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to protect pupil welfare
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us by the Department for Education

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

We need to collect and use pupil information in order to comply with the relevant legislation for providing education to a child, including the Education Act 2006, the Education and Inspections Act 2006, and the Children's Acts 1989 and 2004. Our lawful basis for processing is therefore as we have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR).

Some of the information we need to hold is classed as special category information – primarily ethnicity, gender and any health conditions. Our legal basis for processing this data is provided by Article 9(2)(b) of GDPR.

### **Collecting pupil information**

We collect pupil information via registration forms at the start of the school year or by secure file transfer from previous schools.

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 and we will tell you what you need to do if you do not want to share this information with us.

## **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule.

We hold pupil main education records securely until they change school. The records will then be transferred to their new school, where they will be retained until they reach the age of 25, after which they are safely destroyed.

All information is held securely with physical, organisational and electronic access controls to safeguard the information both at rest and when in transit.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority, Sunderland City Council, and
- Together for Children, who deliver a range of educational services on behalf of Sunderland City Council,
- the Department for Education (DfE)
- NHS, e.g. School Nursing Service

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

We do not share information about our pupils with anyone without consent unless the law and our policies require or allow us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

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.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

## Requesting access to your personal data

Under GDPR, 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 to request access to your child's educational record, please contact the School.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 the school in the first instance.  
[bernard.gilpin@bernardgilpin.com](mailto:bernard.gilpin@bernardgilpin.com) 0191 917 2999

The School's Data Protection officer can also be contacted via any of the following methods:

[Data.Protection@sunderland.gov.uk](mailto:Data.Protection@sunderland.gov.uk) 07769 672 633

or via Data Protection Officer, City Hall, Plater Way, Sunderland SR1 3AA

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated June 2024.