



Downe Primary School
A caring village school

Privacy Notice

Downe Primary school is the Data Controller for the use of personal data in this privacy notice.

Information about pupils in schools.

Categories of pupil information that we process:

- Personal identifiers and contacts (name, unique pupil number, contact details and address)
- Characteristics (ethnicity, language, free school meal eligibility)
- Safeguarding information (court orders, professional involvement)
- Special educational needs (the needs and the SEN ranking)
- Medical and administration (health, allergies, medication, and dietary requirements)
- Attendance
- Assessment and Attainment (Key stage results, phonic check, multiplication check)
- Behaviour information

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

1. support our pupils' learning
2. monitor and report on their progress
3. provide appropriate pastoral care; and
4. assess the quality of our services
5. to keep our children safe (allergies, emergency contact details etc.)
6. to meet statutory duties placed upon us by the department of education DfE

Under GDPR (General Data Protection Regulations), the lawful basis we rely on for processing pupil information are:

- for the purposes of 1. 2. 3 and 4 in accordance with the legal basis of **public task**: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.
- for the purposes of 5 in accordance with the legal basis of **vital interests**: to keep children safe

- for the purposes of 6. In accordance with the legal bases of **legal obligation**: data collected for DFE census information
- Section 537of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (School Performance Information) (England) Regulations 2007
- Regulations5 and8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data: the data subject has given consent

We obtain pupil information via forms at the start of the academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information. Pupil data is essential for the school's operational use.

We hold pupil data securely for a set amount of time.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

Law requires us to pass some information about you to:

- The school that the pupil attends after leaving us
- Bromley Local Authority
- The Department for Education, DfE
- Other Local Authorities

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our local authority at www.bromley.gov.uk or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the school.