



# Bradfield C of E (Aided) Primary School

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Interim Executive Headteacher: Mrs Barbara Hunter

Interim Head of School Mrs Geraldine Ross

## Privacy Notice (How we use pupil information)

Bradfield C of E Primary School is the data controller of the personal information that you provide to us. This means we determine the purposes for which and manner in which any personal data relating to pupils and their families will be processed.

We have a school Data Protection Officer (DPO). The DPO's role is to oversee and monitor the school's data protection procedures and to ensure compliance with the GDPR. The DPO can be contacted on 0118 9744 304 or [office@bradfieldceprimary.co.uk](mailto:office@bradfieldceprimary.co.uk).

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

- personal information (such as name, 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 and disability
- 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 national curriculum assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information about school meal uptake and payments
- consents, emergency contact information and payment details for children on school trips and activities.

### The categories of parent information that we process include:

- contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts. E-mail addresses will also be used to provide access to third party services including parental communication and secure payment facility
- financial information where appropriate, e.g. to check eligibility for FSM
- information pertaining to home life where appropriate, e.g. where a pupil is identified as having a health issue or there are safeguarding concerns

### Why we collect and use pupil information

Bradfield C of E Primary School holds the legal right to collect and use personal information relating to pupils and their families. The majority of this information will be provided to us by parents/guardians but we may also receive information from the pupil's previous school, the Local Authority and the DfE (Department for Education). This information is collected to meet our legal requirements and legitimate interests as set out in the GDPR and UK law under:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

- Children Act 1989
- Section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care and safeguarding needs
- 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 DfE data collections

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

- for the purposes of providing education to our pupils, the welfare and safeguarding of pupils, the facilitation of the running of the school and to ensure the school complies with its legal obligations in accordance with the legal basis of GDPR Article 6(f) Legitimate Interests.

In addition, concerning any special category data:

- condition (d) legitimate interest of [GDPR - Article 9](#)

## How we collect pupil information

We collect pupil information via registration forms at the start of the school year and Common Transfer File (CTF) or secure file transfer from a previous school.

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. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how it will be used.

## How we store pupil data

We hold information on computer systems and also on paper. We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://bradfieldceprimary.co.uk/virtual-office/policies/>

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (West Berkshire Council)
- the Department for Education (DfE)
- the NHS and school nursing team

## Why we regularly 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.

We share pupil data with the DfE on a statutory basis; this data sharing underpins school funding and educational attainment policy and monitoring.

For more information about the data we share with the DfE and our requirements to do so (e.g. via the school census) please visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## 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.

## 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. Aslett, School Administrator, on 0118 9744304 or [office@bradfieldceprimary.co.uk](mailto:office@bradfieldceprimary.co.uk)

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website at <https://bradfieldceprimary.co.uk/virtual-office/policies/> and download our Data Protection Policy.

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school SATS results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

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>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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. To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies

For more information about the Department's NPD 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/dfE-external-data-shares>

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