




Privacy Notice (How we use pupil information)

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|-------------------------------------|----------------------|---|
| Governing Board with Responsibility | Full Governing Board |  |
| Reviewed/Revised | Autumn 2022 | |
| Date of Next Review | Autumn 2024 | |
| Agreed by Governors | 23.11.22 | |
| Additional Notes | No notes | |

Vision statement

‘Belonging, learning and growth for life in all its fullness’

Mission Statement

At Princess Frederica we:

Promote social, emotional, spiritual and educational growth in *all* our children

(This is how we develop character)

Impart the gifts of self-confidence, determination and curiosity with a rich and creative curriculum

(This is the way we educate)

Create a positive impact on our local and global community and environment

(This is our footprint on the world and community)

Nurture friendship, kindness and respect

(This is how we treat each other)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, phone number, e-mail address and home address)

Princess Frederica CE
College Road, London, NW10 5TP
Phone: 0208 969 7756



VA Primary School

Head of School – Ms N Christopher
Executive Head Teacher – Ms S Bouette
Email: admin@princessfrederica.brent.sch.uk

- 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)
- Assessment information and annual reports
- Allergies/ medical/ GP details and information
- SEND information
- Records of behaviour including exclusions information and records

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to work cooperatively with other professional organisations such as social services or other schools

The lawful basis on which we use this information

- We collect and use pupil information for the census that we are required by central authority to provide information for. Under Article 6 sub-section c, 'Processing is necessary to comply with the legal obligations of the controller.' Princess Frederica is legally obliged to provide child information for the census. For more information: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- We collect and use pupil information when recording progress and attainment of individual children. This helps in providing accurate judgements for our statutory responsibility to report children's attainment to central authority. Under Article 6 sub-section c, 'Processing is necessary to comply with the legal obligations of the controller.' Princess Frederica is legally obliged to provide child attainment information at end of reception, phonics screening in year 1 and 2 and SATS teacher assessment judgements in year 2 and 6. For more information: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- We collect and use pupil information in our statutory duty of care. Under Article 9 sub-section g, 'Reasons of public interest in the area of public health.' Princess Frederica will work with local authority and the NHS and will provide information requested by these authorities if there is a duty of care around health and wellbeing.
- We collect and use pupil information in our statutory responsibility for keeping children safe in education. Under Article 9 sub-section g, 'Reasons of public interest in the area of public health.' Princess Frederica will work with appropriate authorities including but not limited to:
 - Brent Family Front Door Services
 - Department for Education

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Collecting pupil information

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 data

We hold pupil data for 7 years.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority including Brent Family Front Door
- the Department for Education (DfE)
- LDBS
- The NHS and school nurse

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.

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.

As a maintained school, 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.

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>.

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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 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>

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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>

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 Nicola Christopher (Head of School and administrator) at Princess Frederica Primary School. She can be reached by e-mail on admin@princessfrederica.brent.sch.uk. Alternatively, the data protection officer (DPO) for Princess Frederica Primary School is Hassan Muzammal who can be reached on 02079 321152 or directly by e-mail at hassan.muzammal@london.anglican.org

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 Ms Nicola Christopher (Head of School) at Princess Frederica Primary School.