

## **Privacy Notice: How we use Pupil Information**

We, Christchurch Junior School, are the data controller of the personal information you, or your previous school, provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

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

Personal information (such as name, unique pupil number and address)  
Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and a standard headshot photographic image)  
Attendance information (such as sessions attended, number of absences and absence reasons)  
Assessment information (such as Key Stage 1 and 2 scores, internal and external examination results)  
Medical information (such as allergies and existing medical conditions)  
Special Educational Needs information (such as results of testing and support strategies)  
Exclusions and Behaviour information (such as details of rewards, sanctions, detentions, suspensions)  
Destinations of those students who leave before the normal leaving age, or mid-year

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

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 6 and Article 9 of the GDPR

Education Act 1996

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013  
Education and Skills Act 2008

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

In accordance with the regulations named above, we use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of teaching and learning
- to comply with the law regarding data sharing
- to safeguard pupils

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**

Personal data relating to pupils at Christchurch Junior School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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

We routinely share pupil information with schools that pupils attend after leaving us, our local authority (BCP Council), and the Department for Education (DfE). We are legally obliged to do this to comply with our census duties and in the case of other schools, to ensure data portability between schools. All data is transferred securely.

In addition, we regularly share pupil information with a number of organisations with the purposes of furthering teaching and learning and providing additional support and guidance to students. Our legal basis for doing this is that it is in the public interest and the interest of the students to enable them to access resources that will enhance their learning. The full list of organisations is:

<b>Name</b>	<b>Information shared</b>	<b>Reason</b>
<b>Capita SIMS</b>	All information Staff have permissions-controlled access to this.	SIMS is our Management Information System and houses all the information categories detailed above.
<b>Class Dojo</b>	Name	Once the app is downloaded by parents, the teachers are then able to communicate directly to the individual parent regarding their child, providing updates on a regular basis.
<b>FFT Aspire FFT</b>	Name, DOB, UPN, Gender, date of admission to school	Aspire are able to calculate using the students' KS2 scores where the student should be at various points in their education. We use this information to assess ourselves.
<b>MLS</b>	Name	MicroLibrarian System – used to register which books have been borrowed by different students
<b>MyConcern</b>	Name, Surname, DOB, gender, ethnicity, religion, first language, photo, year group, tutor group, whether the pupil record is active, contacts, sibling information, disability flag, medical flag, FSM, SEN, in care flag, attendance, PP flag.	This is Safeguarding software which is used across Twynham Learning. It allows staff to quickly and securely raise concerns about students' wellbeing which are then forwarded to the appropriate designated staff.
<b>NHS / School Nurse</b>	The NHS draws information initially from the School Census and then double checks this against information provided by the school. This could include name, surname, gender, address, year group and registration group.	To support children's health and wellbeing.
<b>Police / Child Services</b>	Data about children who are exposed to suspected or actual domestic abuse.	In cases of suspected/actual domestic abuse, we receive alerts from the Police, via Children's Services, and we share any data with them as necessary to protect children.
<b>Parents Evening System</b>	Name, Registration group, Address, Post Code and parental email address and mobile numbers are extracted. A secure password is generated per student for the parents to use.	This service allows parents to book their Parents Evening appointments online and allows teachers and admin staff to manage bookings.
<b>School Money (EDUSPOT)</b>	Name, Registration group, Address, Post Code and parental email address and mobile numbers are extracted. A secure	This is the school's Payment System. We use this to facilitate parents making online payments

	password is generated per student for the parents to use.	towards school trips, Music lessons etc.
<b>Teachers to parents</b>	Name, Registration group and parental email address are extracted.	This is the school's electronic communication System. We use this to send the newsletter and any communications to parents.
<b>Nicky Wood Photography</b>	Name, ID Number	To enable the student to be photographed for school records and for parents to purchase.
<b>Microsoft</b>	Name, year group and registration group	Provides pupils with access to the suite of Microsoft Office 365 software (Word, Excel, OneNote, Teams etc.)
<b>BCP (Local Authority)</b>	Pupil's name, address and date of birth  Parent's name and address  All information we hold about the pupil, except where a parent of a pupil has instructed us not to provide that information.	Under the Education and Skills Act 2008, we are required to provide this information to the local authority upon receiving a specific request from them. They use the data to support young people's participation in education and training.

### Data collection requirements:

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### 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>.

For more information about the NPD and how the DfE handles data, please see our extended Privacy Notice on the schools website; [www.cjsdorset.org](http://www.cjsdorset.org)

### Your rights

You have the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that we hold on you.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent (for example, photographic images), you have the right to withdraw this consent at any time.

**Contact and Concerns**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at Twynham Learning by email at [dataprotection@twynhamlearning.com](mailto:dataprotection@twynhamlearning.com) or by phone at 01202 878073.

If you have a concern about the way we and/or the DfE are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Clarendon Road, Christchurch, Dorset, BH23 2AA

T: 01202 485579 E: [office@cjsdorset.org](mailto:office@cjsdorset.org) W: [www.cjsdorset.org](http://www.cjsdorset.org)

Christchurch Junior School is a member of Twynham Learning, a company limited by guarantee registered in England and Wales with company number 7565088;  
Registered office: Sopers Lane, Christchurch, Dorset, BH23 1JF.