



# Blue Sky Learning

## **Privacy Notice (How we use pupil information)**

Blue Sky Learning collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and /or the Department for Education (DfE).

In some cases, your data will be shared with a third party, however this will not be done unless the law and our policies allow us to do so. Where the school shares data with a third party, the same data protection standards apply.

Mrs Kirsty Burrige is the school data controller; her role is to oversee and monitor the school's data protection procedures and ensure they are compliant with the GDPR. She can be contacted on 07943086307 or at [kirsty@bluesky-learning.uk](mailto:kirsty@bluesky-learning.uk).

The categories of pupil information that we collect, hold and share 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)
- ✚ Attendance information (such as sessions attended, number of absences and absence reasons)
- ✚ relevant medical information
- ✚ special educational needs information
- ✚ behavioural information including exclusions
- ✚ safeguarding information
- ✚ national curriculum assessment information and results
- ✚ information for trips and activities

This list is not exhaustive, to access the current list of categories of information we process please see our school data asset register.

## **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 2
- ✚ to meet the statutory duties placed upon us for DfE data collections
- ✚ to keep children safe (food allergies, or emergency contact details)

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

Blue Sky Learning holds the legal right to collect and use personal data relating to pupils and their families; we may also receive information regarding them from their previous school, LA and /or the DfE. We collect and use personal data in order to meet legal requirements and public interests set out in the GDPR and UK law, including those in relation to:

Article 6 (1)

- ✚ (a) Consent (for example, using photographs on social media)
- ✚ (c) Legal Obligation (for example collection of data for a census) and may refer to Education Act 1996 and the Education (Information About Individual pupils)(England) Regulations 2013
- ✚ (e) tasks carried out in the public interest (for example information collected for the effective running of the school)

Where applicable, we may require sensitive personal information, such as ethnic origin. We process this data in accordance to Article 9 (2) (b)

Please refer to the data asset register for a list of the lawful basis for each data asset.

## **Collecting pupil information**

At the start of each year, we ask for you to update pupil information. 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.

## **Storing pupil data**

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 see our Data Asset Register.

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

We routinely share pupil information with:

- ✚ schools that the pupil's attend after leaving us
- ✚ our local authority
- ✚ the Department for Education (DfE)
- ✚ NHS

For a full list of who we share our pupil information with, please see the Data Asset Register

## **Why we share pupil information**

We do not share information about our pupils with anyone unless the law and our policies allow us to do so.

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools 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.

Department for Education The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. This data sharing underpins school funding and educational attainment policy and monitoring. 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.

## **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 the School Office, the Data Protection Officer or the Principal.

The School will, on an annual basis, share individual data collection sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress. Please note, if the data is needed for legal obligations or tasks carried out in the public interests, objecting to the processing will not necessarily mean processing will cease
- prevent processing for the purpose of direct marketing
- 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 4

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: Data Protection Officer 07943086307 or at [kirsty@bluesky-learning.uk](mailto:kirsty@bluesky-learning.uk)

## **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 GCSE 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 (eg; 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-pupildatabase-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
- ✚ organisations fighting or identifying crime

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>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-externaldata-shares>

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