

Privacy Notice

We collect school pupil, workforce and performance data to meet the DfE's statutory obligations. This information is collected securely via the DfE's Secure Access system and is held by the DfE on the National Pupil Database. Schools are responsible for sending directly to DfE.

The categories of this information that we collect and process on behalf of the DfE include:

- personal pupil information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- assessment
- special educational needs
- attendance and exclusions
- staff information (such as name, teacher number, contract, absence and qualification information)

Why we collect and use this information

We use children and young person's data to:

- enable us to carry out specific functions for which we are statutorily responsible
- derive statistics which inform decisions such as the funding of schools
- assess school performance and to set targets for schools
- perform analysis on the pupil population at school and LA-level

The statistics are used in such a way that individual children or staff cannot be identified from them.

The lawful basis on which we use this information

We collect and use pupil-level information from the school census by statutory obligation under Section 537A of the Education Act 1996, Education (School Performance Information) (England) Regulations 2001, The Education (Supply of information about the School Workforce) (No.2) (England) Regulations 2007.

Pupil-level information is processed in compliance with Article 6 of the GDPR 1998, necessary for compliance with a legal obligation to which the controller is subject and carried out in the public interest.

Special Category Personal data such as ethnic origin is processed in compliance with Article 9 of the GDPR 2016, under reasons of public interest with the appropriate safeguards.

Storing this information

Our policy is not to hold personal data unless it is anonymised. The anonymised data will only be used for research and statistical purposes and to evaluate and develop educational policy and strategies and to support schools in school self-evaluation. Any DfE children and young person's identifier data are deleted and not kept in our system.

Who we share this information with

We routinely share children and young person's and school workforce information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and under Section 5 of The Education (Supply of information about the School Workforce) (No.2) (England) Regulations 2007.

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)

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.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The legislation that requires 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>

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

Our policy is not to hold personal data unless it is anonymised. Pupil data will only be used for research and statistical purposes and to evaluate and develop educational policy and strategies. The statistics are used in such a way that individual pupils cannot be identified from them.

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/>

Further information

If you would like further information about this privacy notice, please contact:

- Feyisa Demie, Head of Research and Adviser for School Self-Evaluation
Research and Statistics Unit
London Borough of Lambeth

e-mail: fdemie@lambeth.gov.uk