

Privacy Notice (How we use student information)

Victoria Primary Academy collects and holds personal information relating to our students and will receive information about them from their previous school/setting, the Local Authority and / or the Department for Education.

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

- Personal information (such as name, date of birth, unique student number and address)
- Personal characteristics (such as religion, ethnicity, language, nationality, country of birth, free school meal eligibility, service child indicator)
- Relevant medical information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Exclusion and behaviour information
- Special educational needs

Why we collect and use this information

We use the student data:

- to support student learning and development
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to assess the quality of our services
- to administer admissions waiting lists
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We will only collect and use the students' personal information when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation
- we need to perform an official task in the public interest



Less commonly, we may also process students' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap and there may be several grounds which justify our use of this data.

Collecting student information

Whilst the majority of student information provided 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 parents whether they are required to provide certain student information to us or if they have a choice in this.

Storing student data

We keep personal information about students whilst they are attending our school. Is necessary we may also keep it beyond their attendance at our school if this in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students.

Who we share student information with

We routinely share information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The student's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Some suppliers and services providers (to enable them to provide the service we have contracted them for)
- Central and Local Government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies



Why we share student information

We do not share information about our students with anyone without consent unless the law and court policies allow us to do so.

We share students' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Students) (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>.

