Privacy Notice
Pupils

We are committed to making sure that information is kept safe, stored securely and can only be used by the people who need it to enable us to offer your family the support and services that you require.

The safety and well-being of all our service users is of paramount importance to us. We adhere to Cumbria Local Safeguarding Children's Board (LSCB) safeguarding policies and guidelines and will at all times take action to ensure that children, young people and families are kept safe from harm. For further information, see Cumbria LSCB Guidelines at www.cumbrialscb.com

What information does the Council/School collect about me?

The information we collect, hold and share include:

- your name,
- unique pupil number
- contact details including postal or email address

They may also collect, store and use the following 'special categories' of more sensitive personal information:

- ethnicity
- language
- nationality
- country of birth
- free school meal eligibility
- attendance information

- special educational needs
- relevant medical information
- exclusions/behavioural information
- post 16 learning information

They will record how they have supported you in activities and services accessed.

How is your personal data collected?

Whilst the majority of pupil information you provide to schools is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, schools will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Why this information is collected held and shared?

Schools/Local Authorities 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

Data Sharing
Schools 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.

Schools 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.

The information you supply will be kept on a secure School/Cumbria County Council database and can be accessed by a number of authorised people within the School/Children and families Services. This will include school staff and professionals who are working with you/ your family, where there is a valid reason for them to do so.

How will we use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- **GDPR Article 6(1)(c)** processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below), and

- **GDPR Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Relevant Legislation

- section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013
- Education Act 1996

Data Security

All of the information you provide will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 1998. This means that, if we keep any of your personal data we must:

- Tell you what information we need to collect from you
- Only use the information for the reason we have agreed with you
- Not ask for more information than we need to provide the services
- Let you see any information we have collected about you, on request
- Keep the information safe, secure and confidential
- Personal information will be deleted in accordance with our data retention policy

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