

# **Privacy Notice for Pupils**

**For all schools in the Bosco Catholic Education Trust**

**This Policy has been approved and adapted by the  
Bosco Catholic Education Trust.**

**Approved**  
**September 2021**

**For review**  
**July 2025**

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**Support services**  
**Educational support systems e.g. CPMIS**  
**Health services**

**Please note, this list is not exhaustive and information may be shared with other organisations where the law allows**

## **8 Why we share pupil information**

**We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We will always seek consent for any other sharing of data.**

**We 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.**

**We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.**

## **9 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>**

## **10 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>**

**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**

**8 Withdraw consent (see below)**

**9 Complaint to the Information Commissioner's Office (See below)**

**To exercise any of these rights please contact the DPO**

### **15 Withdrawal of Consent**

**The lawful basis upon which the Schools process personal data is that it is necessary in order to comply with the Schools' legal obligations and to enable it to perform tasks carried out in the public interest.**

**Where the Schools process personal data solely on the basis that you have consented to the processing you will have the right to withdraw that consent.**

### **16 Complaints to ICO**

**If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO**