



Privacy Notice National Pupil Database (NPD)

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

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.

What information does the NPD collect about me?

The NPD database includes the following 'personal data':

- your name,
- date of birth,

It also collects, stores and uses the following 'special categories' of more sensitive personal information:

- ethnicity
- gender
- first language
- eligibility for free school meals
- special educational needs
- pupil absence and exclusion
- Test and exam results, prior attainment and progression at different key stages for pupils in the state sector
- Attainment data for students in non-maintained special schools, sixth form and further education colleges
- Information on pupils in independent schools where available

How is your personal data collected?

Whilst the majority of children and young person's information provided to the NPD is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this

Why does the NPD collect this information?

We use children's and young person's data to:

- Enable us to carry out specific functions for which we are responsible
- Conducting research or analysis
- Derive statistics which inform decisions such as the funding of schools
- Assess performance and to set targets for schools

Consent

You can contact the NPD data request team to ask:

- if we're processing your personal data
- for a description of the data we hold about you
- for a copy of your personal data and the details of its source
- the reasons why we're holding it and who we disclose it to (eg Ofsted)

Data Sharing

The information you supply will be kept on a secure Cumbria County Council database and can be accessed by a number of authorised people within the Children and families Services. This will include Children's Centre staff and professionals who are working with 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

- Education (Information about Individual Pupils) (England) Regulations 2013
- Section 114 of the Education Act 2005
- Section 537A of the Education Act 1996
- Section 83 of the Children Act 1989

Data Security

All of the information you give us 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

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

Other Important Information

[National pupil database: user guide and supporting information - GOV.UK](#)

Last Updated: May 2018

