
Privacy notices for pupils and staff

Below you will find the DfE suggested text for privacy notices, links to the school census containing information on data items collected, and information on the Ealing May background data collection.

Data protection and GDPR

Providing accessible information to individuals about the use of personal data is a key element of the Data Protection Act 2018 and the General Data Protection Regulation and by law schools must comply.

The most common way to provide such information is through a privacy notice issued as part of, or alongside other communications, for example:

- Start-of-the-school-year information
- Your schools brochure
- Induction pack
- School diary.

Privacy notices should also be provided to staff as their information is collected as part of the school workforce census.

The DfE have updated and improved their suggested text documents and produced an accompanying guide to help schools. They can be found here:

[Data protection and privacy notices DfE \(GOV.UK\)](#)

The following documents contain the DfE suggested text but with the relevant webpage link and data protection officer contact details for Ealing added. These can be used as a starting point for your own privacy notices:

- [Suggested text for educational setting pupil privacy notice](#)
- [Suggested text for workforce staff privacy notice.](#)

Further information on GDPR can be found on the Information Commissioner's Office website:

www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/

A data protection toolkit for schools is available at: www.gov.uk/government/publications/data-protection-toolkit-for-schools

School workforce census guidance

Full guidance on all items collected in the school census can be found at: www.gov.uk/guidance/school-workforce-census

School census guidance

Full guidance on all items collected in the school census can be found at: www.gov.uk/guidance/complete-the-school-census

May background report

The May background report (MBR) is a non-statutory data collection for the local authority (LA) for which the count day is the same as summer school census – the third Thursday in May each year.

We ask Ealing schools to run this SIMS.net report because of the valuable information it gives us when deciding how resources should be distributed.

Having this information at the LA means that we are able to include pupil background factors in our analysis and handle requests for information from central services and outside agencies which would otherwise have to be passed directly to schools.

One of the additional data items collected is religion. The Standing Advisory Council on Religious Education (SACRE) requests that schools should make an effort to record their pupil's religion. This is in order to fulfill their brief that religious education in the borough should reflect the religious and philosophical affiliation of pupils.

Some of the data items we collect in the MBR are to enable the matching of records, some are census data items that are not collected in summer and others are not collected in any other return.

We use this information to identify schools and areas of the borough where extra resources may need to be directed to support large numbers of pupils who have needs relating to their recent arrival from abroad.

The information is not statutory and is collected for use within the local authority in the May background report. Therefore, your privacy notice should contain specific reference to any non-statutory (i.e. not collected in any school census) data items if you are going to submit them to the LA as part of the May Background collection.

Related content

[Data protection](#)

[School census](#)

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- [Yes](#)
- [Neutral](#)
- [No](#)

Last updated: 09 Sep 2019
