



Privacy Notice: How we use Pupil Information

HAYFIELD LANE PRIMARY SCHOOL

Why do we collect and use pupil information?

We collect and process pupil information under the following lawfulness of processing personal data and where appropriate seek consent

- Article 6a – Consent to processing data for one or more specific purpose
- Article 6c Compliance with legal obligations, which the controller is subject to
- Examples of these include obligations placed on the school/academy by the DfE include (More information on these can be found at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>)
 - Attendance
 - SEN
 - Progress and Attainment
- Article 6d – in order to protect the vital interests of the data subject or of a natural living person
- We also collect and process data under Article 9 – Processing of special categories of personal data
 - Where we have explicit consent
 - To protect vital interests of the data subject

We 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 safeguarding
- to promote the school (Banners, Displays, Website/Twitter)-photos

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

- Personal information (such as name, unique pupil number and address , including parent/carers contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Pupil academic, assessment data which is examined half termly
- Special Education Needs records and reports
- Behaviour records-including and instances of bullying/homophobic remarks/racism.

Collecting pupil information

Whilst the majority of pupil information you provide 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 you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the length of time that the child is within school. Promotional Images are retained for longer periods via specific consent forms.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)



Privacy Notice: How we use Pupil Information

- Online platforms for Learning
- Online Assessment systems
- Social Services/Health Services

Further details of this are available on request.

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 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (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>.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.



Privacy Notice: How we use Pupil Information

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs John Lewis (Deputy Head teacher and Data Protection Officer-DPO)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mrs Tempest Head teacher and Mrs John Lewis (Deputy Head and Data Protection Officer)



Privacy Notice: How we use Pupil Information

DATA PROTECTION FORM TO RETURN TO SCHOOL

Date.....

I have read and fully understand why data relating to myself/my child is collected by school, who the school shares this with and the reason for this. **I HAVE READ AND UNDERSTAND THE SCHOOL DATA PRIVACY NOTICE AND THE DATA PROTECTION POLICY AND GIVE CONSENT FOR DATA TO BE SHARED AS STATED IN THESE DOCUMENTS.**

I AGREE I DISAGREE

I UNDERSTAND THAT IF I CHANGE MY MIND, I HAVE A DUTY TO APPROACH SCHOOL AND INFORM THEM OF ANY CHANGES.

Signed:

..... PRINTED:.....