HEMINGFORD GREY PRIMARY SCHOOL

PRIVACY NOTICE FOR PUPILS

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

- **Personal information** such as name, date of birth, unique pupil number and address, whether the child is in Local Authority Care, whether they are a service child
- **Characteristics** such as gender, ethnicity, religion, language, nationality, country of birth and free school meal eligibility
- **Attendance information** such as sessions attended, number of absences and absence reasons
- **Assessment information**
- **Relevant medical information**
- **Special Education Needs information**
- **Exclusions/behavioural information**
- **Personal information about a pupil's parents and/or other relatives** such as name, contact details, relationship to child, date of birth, national insurance number, email addresses, telephone numbers, separated parent information,
- **Parental consent** such as for school visits, sports tournaments, photography, images appearing in public places

Why we collect and use this information

We use the pupil data:

- to ensure the children's safety and welfare is a priority at all times
- to support and enrich pupils' learning experiences
- 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
- to share data for statutory inspections and audit purposes
- to communicate all school business to parents, including emergency notifications

The lawful basis on which we use this information

We collect and use pupil information under:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

The DfE process census data under the various Education Acts – further information can be found on their website: https://www.gov.uk/education/data-collection-and-censuses-for-schools

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.

We hold pupil data for varying lengths of time depending on what the information is.
We hold pupil data in line with Government retention guidelines. For a copy of the school's retention schedule, please contact the school office.

Who we share pupil information with

We routinely share pupil information with:

- **schools that the pupil's attend after leaving us**
- **our Local Authority** (Cambridgeshire County Council) https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/
- the Department for Education (DfE)
- **Agencies we commission to deliver services on our behalf**:
- Sims Agora (Allows online payments for dinners, trips, clubs and events)
- SeeSaw and Edmodo (Enables on line messaging and pupil work portfolio)
- Mathletics (Online maths learning resource)
- Parents' Evening sign up system (Allows parents to book events and parents' evening appointments)
- Evolve (Records and stores details of all school trips and visits)
- Education ICT service (To manage our school file server)
- NHS (For vaccination and sreening programmes)
- Organisations that run after school clubs
- Fisher Family Trust as part of a national picture to co-ordinate the collection and analysis of, pupil data

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 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.

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 the school's office manager who will forward your request to our 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:
The Office Manager who will forward your inquiry to either the Head teacher or the Data Protection Officer.