



# Privacy Notice for Parents and Pupils

## Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and parents**.

Hailey Church of England Primary School is the data controller under data protection law. We collect information and use pupil information under the General Data Protection Regulations 2018. Particularly under Article 6, where the information is required in order to carry out the task of educating and ensuring the welfare of our pupils. We may also receive information about you/your children from their previous school, the local authority and the Learning Records Service.

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

- Personal information (such as name, unique pupil number and address, medical information and any special educational needs)
- 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) as well as any exclusions or behavioural information
- National curriculum assessment results and internal assessments
- Special educational needs information or other care or support plans
- Safeguarding information
- Photographs

We hold this personal data and use it to:

- Support children's teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess how well the school is doing
- Comply with the law regarding data sharing and statutory reporting
- Communicate with parents and carers and other agencies

## 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. Where the information is mandatory this means we need to comply with a legal obligation and/or perform an official task in the public interest.

## **Storing pupil data**

We hold different types of pupil data according to our data storage guidelines recommended by the Information for Records Management and DfE.

## **Who we share pupil information with:**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our IT systems and software providers
- other educational agencies and advisors
- health and social welfare organisations
- certain school contractors/suppliers

## **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/datacollection-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 the information about them that we hold. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

To make a request for your personal information, or be given access to your child's educational record, please contact the Data Controller, Katie Witherall, at the school office in writing using our Subject Access Request template.

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

We take any complaints about our collection and use of personal information very seriously.

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/>

Call 0303 123 1113 Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the school office. Katie Witherall

is the data controller and Eve Smith, Communications governor, is currently the Data Protection Officer.

If you require more information about how the Local Authority (LA) uses your data, then please contact the LA or DfE as follows:

- Performance & Information Team,  
Oxfordshire County Council  
County Hall  
Oxford  
OX1 1ND  
e-mail: [information.management@oxfordshire.gov.uk](mailto:information.management@oxfordshire.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288