



# **Privacy Notice for Pupils & Parents**

**Updated: November 2023**

## **Purpose**

The purpose of this Privacy Notice is to inform parents and carers what personal data we collect, how we use and and store their data, who we share it with and what rights they have regarding the personal data they share with our schools. This Privacy Notice has been updated to reflect changes introduced in the Data Protection Act 2018.

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information (teacher assessment and KS2 SATS results)
- Medical Information (short and ongoing conditions, note of medicines to be taken, ongoing care plans, EHCPs)
- Information on Special Educational Needs (nature of the need, EHCP, individual learning provision)

In addition we collect the following information from parents / carers

- Personal information (name and address)
- Contact details (email, telephone and mobile telephone)
- If a parent applies to become a volunteer in school, we will collect additional personal information including address history details, National Insurance number, place of of birth, previous names used and information regarding any unspent cautions / convictions.

## **Why we collect and use this information**

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 data sharing
- to complete statutory returns to the Department of Education

We use parent data:

- to make contact in the event of an emergency
- to provide appropriate pastoral care

- to keep parents informed of their child's progress
- to keep the parents informed of upcoming events happening in school
- to keep parents informed of extra-curricular events including events run by our PTA, local community groups and external club providers.

### **The lawful basis on which we use this information**

There are separate legal bases under which we collect and use pupil information, depending on the nature of the data.

The majority of the data is collected as it is part of a school's public duty. This includes the pupil's basic information, attendance records and assessment. It also includes the return of certain data in the School Census.

The basis for holding and processing all other data is for the legitimate interest of families and the school.

Some pieces of data relating personal characteristics (ethnicity, religion, disability and health information) is considered special category data. While this information is useful to obtain a snapshot of the local community, and feeds into national statistical returns, it can only be collected with the explicit consent of parents. When requesting this information, it will be made clear that it is not compulsory to disclose it, however, disclosure of the information will be considered as consent to hold and process the data until such a time as that consent is withdrawn.

The legal basis for collecting information on criminal convictions (through DBS check) is defined under Article 10 of the UK GDPR. We process this information only under the control of official authority.

### **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 UK 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 duration of their time at school. Personal records may either be transferred or archived when they move to another educational setting.

The security of your data is important to us and the school has followed due diligence to ensure that your data is stored in a secure manner, both electronically and in paper form. Only authorised personnel have access to your data.

### **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)
- Outsourced Health & Education specialists (eg School Nurse, Ed Psych., S&LT, CAMHS etc)
- 3<sup>rd</sup> Party Data Processors (Integris, ParentPay, Target Tracker, Parent Hub etc). Under the definitions of the Data Protection Act 2018, these companies are Data Processors and can only process the data in a way which has been agreed with the school.

### **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.

If your child's health or educational needs change so that we recommend a referral to a 3<sup>rd</sup> party specialist, we will obtain parental consent before doing so.

### **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-school>

### **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 Lauren Drake, Federation Business Manager and 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:

**Lauren Drake, Data Protection Officer, [ldrake@hpp.school](mailto:ldrake@hpp.school)**



