



Privacy Notice

For pupils and parents/carers

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

The categories of personal information that we collect, hold and share includes, but is not restricted to:

- Personal information (such as name, unique pupil number and address)
- Parent/guardian contact details, contact preferences, address
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, relevant medical information)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Pupil curricular records including assessment information
- Characteristics, such as ethnic background, language, nationality, country of birth, free school meal eligibility and modes of travel
- Pupil premium status
- Relevant medical, special educational needs and behavioural information
- Child protection and safeguarding information
- Photographs taken within school and on school trips

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to administer pupil education and protect pupil welfare
- contribute to improving pupils health and reducing inequalities
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- to comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individuals vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. (For non-essential data such as photographs).

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

The lawful basis for processing personal information are set out in Article 6 of the GDPR and must apply when we use personal data. The GDPR allows us to collect and use personal information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a pupil or other person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When processing special category data, set out in Article 9 of the GDPR we will ensure a condition for processing applies. Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Collecting the information

Whilst the majority of the 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 personal information to us or if you have any choice in this. If it is mandatory, we will explain the possible consequence of not complying. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

How we store this data

We keep personal information about pupils whilst they are attending our school in accordance with Hampshire County Council (HCC) retention schedule policy. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. If you would like to see a copy of the Children's Services retention schedule, please contact the Children's Services Subject Access Request (SAR):

Subject Access Request Team
Children's Services Department
Elizabeth II Court North
Winchester
Hampshire
SO23 8UG

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (LA)
- NHS including the school nurse
- Professional bodies
- Educators and examining bodies and our regulators e.g. Ofsted
- A range of other third party suppliers – these are a variety of agencies and suppliers/contractors. We rigorously and regularly review the information we share with these companies to ensure that they only have the information required to fulfil their contract of legal obligations.

Why we share pupil information

We do not share personal information 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.

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 Sarah Cripps, Data Protection Officer.

You also have the right, subject to some limitations 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: Mr Andy Clarke, Head teacher or Sarah Cripps, Data Protection Officer.

This notice is based on the [Department for Education's model privacy notice](#), amended to reflect the way we use data in this school.