

Denton and Harlaxton CE Primary Schools

Privacy Notice (How we use pupil information)

At Harlaxton School, we collect and hold personal information relating to our pupils and may also receive information about them from their previous school. We use and process pupil information in accordance with Regulation (EU) 2016/679 General Data Protection Regulation, referred to throughout this statement as the GDPR.

The categories of pupil information that we process include:

- personal information and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and pupil premium eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disabilities (such as specific learning difficulties, specific medical needs)
- medical information (such as doctors information, child health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage assessments and pupil progress information)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Post 11 information (such as destination data)
- Religious beliefs

Why we collect and use pupil information

We collect and use pupil information;

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate care and guidance
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to comply with the law regarding data sharing

We collect and use pupil information under Article 6 and Article 9 of the GDPR which enables the school to process information such as assessments, special educational needs and requests, Departmental Censuses under the Education Act 1996, and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

How we collect pupil information

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect pupil information via

- Registration forms
- Face to face
- Telephone calls
- Emails
- Common Transfer Forms

How we store pupil data

We hold pupil data in line with our Data Retention Guidelines which are available on request.

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)
- School Nursing Team
- National Health Service
- Special Educational needs agencies
- Examination boards
- External agencies supporting families

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 for the purpose of school funding and education attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 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)

Much of the data about pupils in England goes on to be held in 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. 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>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain 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
- 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 NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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 Joe Lee, Data Protection Officer; enquiries@harlaxton.lincs.sch.uk (Harlaxton School) and enquiries@denton.lincs.sch.uk (Denton School)

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/>

Requesting Personal information

As a school our intention is to be open and transparent with data. We must do this whilst securely protecting the individual and their right for their data to be held securely.

If you do need access to the data that we hold, then please follow the advice from the Information Commissioner's Office (ICO).

You will find a template for a Subject access request on the ICO website;

<https://ico.org.uk/for-the-public/personal-information/>
<https://ico.org.uk/for-the-public/schools/pupils-info>

