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# Privacy Notice (How we use pupil information)

This privacy notice advises parents, carers and guardians of the school’s data protection responsibilities on the collection and processing of student’s personal information.

You are being provided with this notice because you can exercise your child’s data protection rights on their behalf. Current guidelines state that when your child is older (usually when they reach the age of 13) they may be considered mature enough to exercise their own data protection rights.

This notice provides details about:

* The personal information we collect on students.
* Why we collect personal information.
* How we collect personal information
* What we do with the personal information.
* Your rights in relation to any personal information held and processed by the school.

What is personal information and what does processing mean?

Personal information is any information that relates to your child that can be used directly or indirectly to identify your child.

## 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 (such as progress in school, Phonics and SATS Assessment Results)
* Relevant medical information (such as Special Medical Needs, Dietary Requirements)
* Special educational needs information (if applicable)
* Exclusions / behavioural information

## 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

## The lawful basis on which we use this information

We collect and use pupil information underArticle 6, and one from Article 9 where data processed is special category data from the GDPR-from 25 May 2018.

Education Act 1996 – this information can be found in the census guide documents on the following website [**https://www.gov.uk/education/data-collection-and-censuses-for-schools**](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.

## Storing pupil data

We hold pupil data (both physical or electronic in order to fulfil statutory or regulatory requirements. We will hold your childs records here at Holly Hill for the time they are at school, and these records will transfer securely to their new school.

Any sensitive information is held in line with the Data Management Policy.

## Who we share pupil information with

We routinely share pupil information with:

* schools that the pupil’s attend after leaving us. We pass on the Pupil Reports and Records to the school.
* our local authority
* the Department for Education (DfE)
* School Nurse
* Special Educational Need Providers to assist in your childs development (for example Speech and Language Therapist).
* External providers who come into school to teach to the children (for example the Sports Coach, Intervention Teacher, Music for Schools, extended learning groups providing sessions after school), all of which sign adhere to our Safeguarding and Data Protection Policy.
* SIMS (SIMS is a school school Information management system, held on our school server. The system records pupil assessments, attendance, behaviour, student and staff data across individuals, groups, classes and years)
* School Web Design (Our school website hosted by School Web design enables an app used to communicate between the school and the parent. The personal data used is name of the child, class, parent contact number and email. These are obtained from the school’s management information system. To access the app the parent/guardian is invited to download the School Web app)
* Inventry (As part of the school’s visitor management system, we upload pupil name and class to enable us to use the signing in system to monitor late arrivals and pupils who leave school early or for appointments. This information is then transferred to our attendance area of SIMS (see above). Inventry is also widely use to monitor visitors to school for safeguarding and health and safety.
* Purple Mash (Purple Mash is a cross-curricular website for nursery and primary school children. It enables children to explore and enhance their knowledge in a fun and creative way)
* Insight (our pupil progress tracking system).
* My concern (our online safeguarding portal)
* Free School Meal voucher providers

## 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.

Where a pupil/parent/carer has been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at the local authority.

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 office.

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 School Office, or Charlotte Taylor, Head Teacher.