

# HARESTOCK PRIMARY SCHOOL

## PRIVACY NOTICE for parents / pupils

Date: Summer term 2018:

Review: Summer term 2021

### **Why do we collect and use personal information?**

We collect and use personal information:

- to support pupil learning
- to communicate with parents / carers
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to contribute to improving pupil's health and reducing inequalities
- to assess the quality of our services and how well our school is doing
- for statistical forecasting and planning
- to comply with the law regarding data sharing

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

- Personal information (such as name, gender, unique pupil number and address)
- Characteristics (such as ethnicity, service family, religion, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons, before/after school clubs attended, and exclusions)
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Post 16 learning information

The General Data Protection Regulation allows us to collect and use pupil 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 data subject or another 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 the personal information is Special Category 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.

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

### **Collecting personal information**

Whilst the majority of personal 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 a choice in this. 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.

## Storing personal data

We hold pupil data for / in accordance with our retention schedule

Admission forms	
Admission registers	Retain in school until date of last entry in the file and retain for 3 years.
Attendance registers	Date of register + 3 years.
Pupil absence letters/absence for leave forms/correspondence relating to authorised absence	Pupil absence letters/absence for leave forms/correspondence relating to authorised absence.
Absence books	Current year +6 years from last entry in book.
Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc	Current year + 6 years from last entry in book.
Child protection files	Retain while pupil remains at the primary school, send to new school if pupil transfers. Final school retains – pupil's date of birth + 25 years.
Pupil's educational record (pupil file)	Retain whilst pupil remains the primary school, send to new school if pupil transfers. Final school retains - pupil's date of birth + 22 years.
Pupil's with Special Educational Needs (SEN)	Pupil's date of birth +22 years.
Deceased pupils	Pupil's date of death + 7 years.
Images of pupils – signed consent forms by parent/guardian	Date of signing + 5 years or when pupil leaves the school.
Activity/visit/trip consent forms – signed by parent or guardian where no incident occurs	Date of event + 1 year
Activity/visit/trip consent forms – signed by parent or guardian where a major incident occurs	Date of birth of child involved in incident +22 years.
Behaviour logs	No longer maintained in schools
SATS papers (completed)	Current year + 1 year
SATS results for individual pupils	Add to main pupil file and follow retention period.
Examination results or other statistical information created by the school	Current academic year + 6 years.
Any other records created in the course of contact with pupils maintained for teachers' own use (i.e. not part of the educational record)	Current academic year + 3 years.
Curriculum records	Whilst operationally required.

## Who do 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)

We, on occasion, share pupil information, when relevant and necessary, with

- School Nurse
- Specialist Teacher Advisor teams
- Locality team
- CAMHS (Child and Adult Mental Health Service)
- Children's Disability team
- Paediatricians / Consultants
- Principal Special Needs team
- Friends of Family

- GPs and medical specialists
- Winchester Young Carers
- Parent Partnership
- EMTAS
- Children Services / Safeguarding team and social workers
- EIS (Education Inclusion Service) including Behaviour Support

### **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 Mrs Forrester, Senior Administrative Officer, at school or 01962881026.

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: Mrs J. Sankey, Head teacher at school.