

Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

Headley Park Primary, as part of the Cathedral Schools Trust, has certain obligations as a data controller of personal information. From 25 May 2018 a new privacy law the (General Data Protection Regulation) applies. This new privacy Notice makes it easier for you to find out how we use and protect your information. We won't be changing the ways we use your personal information but the new notice provides you with additional details.

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental 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 SATS and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

Section 537A of the Education Act 1996

Section 83 of the Children Act 1989

The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 "Lawfulness of Processing" and Article 9 "Processing of special categories of data"

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We process information under the Data Protection Act 1998, and according to guidance issued by the Information Commissioners Office and the Department for Education. Under article 6 of the GDPR, effective from 25 May 2018, the lawful basis for processing school

workforce information is to fulfil contractual obligations and other legitimate interests. For data collection purposes provisions in the Education Act 1996 will also be followed.

How we collect pupil information

We collect pupil information via the annual pupil detail forms we ask you to complete and details for trips and school payment systems. We may also receive information from another nursery or school if your child joins Headley Park having previously been in education.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule of the cathedral Schools Trust.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Cathedral Schools Trust
- our local authority
- the Department for Education (DfE)
- the NHS school nurse

Why we regularly 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.

Department for Education & Local Authority

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local, This data underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

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 the School Business Manager Geoff Mountjoy (office@headleypark.bristol.sch.uk).

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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: Geoff Mountjoy – School Business Manager (office@headleypark.bristol.sch.uk)

21/05/2018