



Hillside Primary School

Developing the individual

Privacy Notice for Pupils and Their Families

Who processes your information?

Hillside Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Dawson (Head of Support Services) acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01782 235350 or email pdawson@hillsideprimary.org.uk. In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Hillside Primary School upholds are imposed on the processor.

Mrs Rebecca Winwood is the Data Protection Officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted by email rwinwood@hillsideprimary.org.uk.

Why do we collect and use your information?

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- For the protection and welfare of pupils and others in the school
- To assess the quality of our services
- To comply with the law regarding data sharing
- To communicate with parents/carers
- To maintain a waiting list
- In order to respond to investigations from our regulators or to respond to complaints raised by stakeholders
- In connection with any legal proceedings threatened or commenced against the school.

The lawful basis on which we use this information

Hillside Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR where the data processed is classified as ‘special category data’, e.g. data revealing a pupil’s ethnicity.
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, unique pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Previous school/s attended
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Hillside Primary School and their families is stored in line with the school’s Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who will we share pupil information with?

- Parents/carers (as defined in the Education Act 1996)
- Pupils’ destinations upon leaving the school
- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- A pupil’s home local authority if different
- The NHS and School Nurses
- Social Services
- The Department for Education (DfE)

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. 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 regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

What is the National Pupil Database?

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Hillside Primary School is 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 DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. 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>

Hillside Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

What are your rights?

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 Bailey (School Secretary) at the school.

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Hillside Primary School uses your personal data.
- Request access to the personal data that Hillside Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Hillside Primary and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or at <https://ico.org.uk/concerns/>

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.hillsideprimary.org.uk to download our Data Protection Policy or contact Miss Lawton (Admin and Finance Assistant) or Mrs Dawson (Head of Support Services) at the school or Mrs Winwood (Data Protection Officer).