



Hatch Warren Infant School Pupil Privacy Notice

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect student welfare
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- to comply with the law regarding data sharing
- administer admissions and waiting lists

The categories of personal 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) and exclusions
- Safeguarding Information
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Photographs
- CCTV images captured in school

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 Childrens 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 in **Appendix 1**.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Examining Bodies
- Ofsted
- Suppliers and Providers
- Police force, courts, tribunals
- Professional bodies
- Nursing Team

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, Data Protection Officer by emailing dpo@hwis.hants.sch.uk

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:

Data Protection Officer via email dpo@hwis.hants.sch.uk

Appendix 1

Basic File Description	Statutory Provisions	Retention Period
Records created in relation to the school's Admissions Policy	School Admissions Code (2014)	Retain in School for life of policy + 3 years
Admission forms: unsuccessful or withdrawn applications (including supplementary information e.g. proof of address, religion, medical conditions etc.)	School Admissions Code (2014)	a) If no appeal, 1 year from receipt b) If appealed, 1 year from resolution of case*
Admission forms: successful candidates	School Admissions Code (2014)	Date of admission + 1 year
Admission registers	Educational (Pupil Registration) (England) Regulations 2006	Retain in school until date of last entry in the book (or file) + 3 years
Attendance registers	Educational (Pupil Registration) (England) Regulations 2006	Date of register + 3 years
Pupil absence letters/leave forms/correspondence relating to authorised absence		Date of absence + 2 years
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	DfE 'Keeping Children Safe in Education' (2016), Annex B, p.61	Until pupil leaves this school
Pupil's educational record (pupil file) Pupils with Special Educational Needs (SEN)	Limitation Act (1980)	Until pupil leaves this school
Pupil's educational record (pupil file) All other pupils	Limitation Act (1980)	Until pupil leaves this school Unless pupil transfers to a known LA or independent/primary/secondary school which is in another county within the UK; or transfers to an independent

		school within Hampshire then send pupil record to new school, retaining a copy or summary until pupil is 22 years old.
Pupil's educational record (pupil file) Deceased pupils	Limitation Act (1980)	Date of death + 7 years
Images of pupils - signed consent forms by parent/guardian	Limitation Act (1980)	Date of signing + 5 years; or at end of project; or when pupil leaves the school
Activity/visit/trip consent forms - signed by parent or guardian where no incident occurs	Limitation Act (1980)	Date of event + 1 year
Activity/visit/trip consent forms - signed by parent or guardian where a major incident occurs	Limitation Act (1980)	Date of birth of child involved in incident + 22 years
Internal and external examination papers (completed)		Current academic year + 6 years or until any appeals/validation process is complete
Internal and external examination results for individual pupils		Add to student file and transfer to next school upon leaving
Examination results - summaries 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?