Hook Infant School

PRIVACY NOTICE: PUPILS, PARENTS AND CARERS

Why do we collect and use personal data?
The collection and use of the personal data of pupil, parent and staff is conducted to allow the school to perform its contractual obligations, official functions, public interest tasks and other legal obligations. The statutory provisions covering these areas include the following:

- The Education Act 1996
- The Education (Pupil Information) (England) Regulations 2005
- Schools Admission Code 2014
- DfE 'Keeping Children Safe in Education' 2016

The school also takes part in official data collection activities, such as school censuses, phonics screening checks, EYFS and key stage 1 assessment data amongst others. In all cases, the school will seek explicit consent to control and process the data in compliance with the Data Protection Act and The General Data Protection Regulation.

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 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 reasons for absence.
- Medical information, such as asthma, allergies and other relevant health concerns.
- Educational records, such as assessment information and other progress tracking data.
- Special Needs or disability information and reports.
- Behavioural concerns, such as exclusions etc.

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 data protection laws 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
Following Government and Hampshire Local Authority guidelines, we hold pupil data for the following lengths of time:

- Admission forms: Date of admission +1 year
- Admission and Attendance registers: Last entry/Date of register +3 years
- Absence letters/leave forms/correspondence: Date of absence +2 years
- Absence books: Current Year +6 years
- Pupil educational record [inc SEN]: Duration of attendance or until pupil is 22 years old if transferring out of Hampshire Local Authority.
- Photo consent forms: Date of signing +5 years, at end of project or when pupil leaves.
- Activity/trip consent forms: Date of event +1 year
- SATS papers: Current year + 1 year
- Pupil records not part of the educational record: Current year +3 years
- Pupil accident reporting: Until pupil has reached age 22

However, since the national Independent Inquiry into Child Sexual Abuse (IICSA) placed a moratorium on the disposal of children's records in July 2015, schools have been advised to not destroy records relating to children, or those who have worked with children, until the outcomes of the Inquiry are known.

Who do we share pupil information with?
We routinely share pupil information with:

- schools that the pupil's attend after leaving Hook Infants
- our local authority
- the Department for Education (DfE)
- NHS/School Nurse
- Third party educational providers to allow individual logins or recording, such as Purple Mash, Language Link, Nessy, etc (we only share basic details, such as names, date of birth, etc)
- Other agencies, such as the Police or Social Services, where there are compelling legal or welfare concerns.

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 section 3 of The Education (Information About Individual Pupils) (England) Regulation 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 our Headteacher, Business Manager or Data Protection Officer at our 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, 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 the Headteacher, Mrs Walker, at the school office:

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