



GDPR Privacy Notice for Houghton Regis Primary School

This Privacy Notice is to make you aware of how we, as an educational setting, look after the personal information we collect about our pupils.

How we use personnel information relating to our pupils

Houghton Regis Primary School is the data controller of the personal information you as a Parent/Carer provide to us about your child/children. This means that the school determines the purpose for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Mrs D Bond is the Data Protection Officer and will oversee and monitor the school's data protection procedures, ensuring that they are compliant with the GDPR. The Data Protection Officer can be contacted on 01582 867 487 or via email houghtonregis@cbc.beds.sch.uk.

We collect, hold and share pupil information that includes:

- Personal information such as name, unique pupil number, date of birth 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
- Relevant medical information and emergency contact details
- Safeguarding information
- Assessment information such as national curriculum assessment results
- Information relating to SEN
- Behavioural information including temporary exclusions

Why we collect and use this information:

We use the pupil data to:

- To support pupil learning
- Safeguard children in our care
- 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 lawful basis on which we use this information:

Houghton Regis Primary School hold the legal right to collect and use personal data relating to pupils and their families. We may also receive information from previous schools, the Local Authority (LA) and/or the Department for Education (DfE).

We collect and use personal data in order to in order to comply with our legal obligation and to protect the vital interests of our pupils (as described in Article 6, Lawfulness of processing, GDPR).

Parents/Carers have given explicit consent to the processing of data for one or more specified purposes and this is necessary to protect the vital interests of our pupils (Article 9, Processing of special categories of personal data, GDPR).

Our school is also obliged to make statutory pupil census returns and hold attendance information under the following legislation:

Education Act 1996 – Section 434 (1), (3), (4) and (6) and Section 458 (4) and (5)
Education (Pupil Registration) (England) (Amendment) Regulations 2013
Department of Education Advice on Attendance (Nov 2016)

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us 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 reason that the data is being collected and how the data will be used.

How long will pupil data be stored for?

All personal data relating to pupils at Houghton Regis Primary School and their families is stored in line with the school's GDPR Data Protection policies. In accordance with GDPR, the school does not store personal data indefinitely and will only be stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with:

We routinely share pupil information with:

- Schools that the pupil's attend after leaving Houghton Regis Primary School
- The LA - Central Bedfordshire Council
- The DfE
- The NHS including school nurses

Why we share pupil information:

Houghton Regis Primary School will not share information about our pupils with anyone **unless** the law and our policies allows us to do so.

We share pupils' data with the 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 the LA and the 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 DfE (for example, 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 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 Amanda Taylor in the school 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or you can phone them on 03031 231 113, Monday – Friday 9 am – 5 pm.

May 2018

Declaration

I, _____, declare that I understand:

- Houghton Regis Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements;
- How my data is used;
- Houghton Regis Primary School may share my data with the DfE, and subsequently the LA;
- Houghton Regis Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so;
- Houghton Regis Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed;
- My data is retained in line with the school's GDPR Data Protection Policy;
- My rights to the processing of my personal data;
- Where I can find out more information about the processing of my personal data.

