



## Hallam Fields Junior School

### Privacy Notice – Pupil Data

#### Introduction

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

#### The categories of pupil information that we process include:

- 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 Education Needs (including 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
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Catering and free school meal management
- School trips and activities

This is not an exhaustive list.

#### Why do we collect data?

We collect and use pupil data to:-

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To keep children safe (food allergies, or emergency contact details)
- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- To assess the quality of our services
- Comply with our legal obligations to share data
- Support pupils to fulfil their potential
- Keep pupils, parents and carers informed about school events and school news

## **How we collect pupil Information**

We collect pupil information from registration packs (forms) on entry to school. School Admissions (Schools Admission Module system), common Transfer Files (CTF), secure transfer file from the pupil's previous school and student update forms annually.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with 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.

## **Our Legal Obligations**

We must make sure that information we collect and use about pupils is in line with the GDPR from 25<sup>th</sup> May 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan. Medical teams also have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school to see pupils.

Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

## **How we use the data**

In school we also use various third party tools to make sure that pupils best interests are advanced. We also record details about progress, attainment and pupil development to support future planning and learning.

We use OTrack software to track progress and attainment, CPOMs and Thrive to record information and RM Integrus as our Management Information System.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

We use SAP and Orderpoint financial software to manage school budgets. We also use the Derbyshire Financial Spreadsheet to monitor the budget which includes SEN pupil data.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up to date about school events.

### **How we store Pupil Data**

We hold pupil data securely for the set amount of time shown in our data retention schedule and how we keep your data safe. Other policies regarding safe use of data include:

Data Protection Policy  
Acceptable Use Policy  
Intimate Care Policy  
Special Educational Needs Policy  
Medical Needs Policy  
Safeguarding and Child Protection Policy

To view any of the above policies please visit [www.hallamfields.derbyshire.sch.uk](http://www.hallamfields.derbyshire.sch.uk)

### **Who we share pupil information with**

- Schools that the pupils attend after leaving us
- Our Local Authority (Derbyshire) for example School Admissions, SEN, School Catering (FSM)
- Other Local Authority Departments
- The Department for Education (DfE)
- Multi Agency Team
- School Nurse, NHS
- Pupil Referral Units
- Integrated Pathways
- Behaviour Support
- Social Services Departments (not just locally but could be nationally)

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

### **What type of data is collected?**

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual school's effectiveness.

### **How Government uses your data**

#### **The pupil data that we lawfully share with the DfE through data collections:**

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- Inform 'short term' education policy monitoring and school accountability and intervention (for example Pupil Progress measures).

## **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, Sharron Ashby, School Business Manager, Hallam Fields Junior School, Longfield Lane, Ilkeston, Derbyshire DE7 4DB or our Data Protection Officer, Mr John Walker, Solicitor, Godrich House, Office 1, 4-6 Frederick Street, Wigston, Leicestershire LE18 1PJ. Telephone 07736 669961.

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 Mr David Brown, Headteacher. Hallam Fields Junior School, Longfield Lane, Ilkeston, Derbyshire DE7 4DB. Telephone 0115 9322568.

### **More information about Data Protection and Our Policies**

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy, and connected policies, which are also available on our website.

If you feel that data about your child is not accurate, or no longer needed please contact Sharron Ashby, School Business Manager at Hallam Fields Junior School. Our complaints policy explains what to do if there is a dispute. Subject Access Requests are dealt with by the specific policy on the website.