Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?
Hordle CE (VA) Primary School collect, hold and use personal information relating to our pupils under the

UK General Data Protection Regulation (EU) 2016/679 *("GDPR") (as defined in the Data Protection, Privacy & Electronic Communications (Amendments etc)(EU Exit) Regulations 2019 and the Data Protection Act 2018*
- Article 6(1)(e) – the 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
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest

We may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal 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
- to contribute to improving your child's health and reducing inequalities.

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 absence reasons)
- assessment information
- relevant medical information
- special educational needs information
- exclusions / behavioural information.

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 support of exercising our official tasks. In order to comply with the GDPR, 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
We hold pupil data, including Accident reporting documentation in accordance with standard data retention requirements.
https://drive.google.com/a/hordleprimary.co.uk/file/d/1m-9jyO4cyyh1L3pn1q35Et5gtc9kF1xZ/view?usp=sharing
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)
- school nurse
- NHS
- other local authorities

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) Regulations 2013.

Anonymised data is shared with governors to enable them to discharge their duty of securing a strategic oversight of the school and its performance against a range of detailed measures.

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/your child's 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 Data Protection Officer, adminoffice@hordle.hants.sch.uk

You also have the right to:
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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 including the GDPR (GDPR).

We are happy to help people access their information in a timely manner, but will find it difficult to respond during the school holidays.

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, Fiona Adams**

Postal Address	Hordle CE (VA) Primary School, Hordle Lane, Hordle SO41 0FB
Email Address	adminoffice@hordle.hants.sch.uk
School Telephone Number	01425 611657

Software supplier Pupil and Contact Database:	• **Staff, Pupil and Contact Database** • **Library System** • **Online Office Suite (inc email, calendar, storage)** • **Dinners, Clubs, Payments, Parents Evening** • **Secure File Transfer** • **Pupil Assessment Data** **Pupil safeguarding database** • **Form submission** • **Confidential Pupil Safeguarding Information** • **Parent communications** • **EYFS Online Learning Journal** • **Nursery administration software** • **CPD software**

This policy was reviewed by the Governing Body in the year:	2021
This policy is scheduled for review in the year:	2022