



Hollinswood Primary School & Nursery

Privacy Notice (Pupil Information)

Why do we collect and use Pupil Information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

The Categories of Pupil Information that we Collect, Hold and Share Include:

- Personal information (such as name, date of birth, unique pupil number, address and contacts)
- 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 (such as asthma register or allergy register)
- National curriculum assessment results
- Special educational needs information
- Safeguarding information
- Exclusions/behavioural information

Why we Collect and Use this Information

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 lawful basis on which we use this information

We have a legal obligation, and a public task, to collect and use pupil information under the Education Act 1996 (this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>) and Keeping Children Safe in Education (DfE) 2016 (download a copy at <https://www.gov.uk/government/publications/keeping-childrensafe-in-education--2>)

Where there is no lawful public duty to hold and use pupil information we request parental consent to do so.



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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 the General Data Protection Regulation, 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 for the duration the child remains at the school, when it is passed to the next educational establishment as part of their pupil record. However where there is a legal obligation to retain the information beyond that period, it will be retained in line with our retention policy.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask at the school office.

Who we Share Pupil Information with

We routinely share pupil information with:

- Schools including academy chains, federations or multi academy trusts, that the pupil's attend after leaving us
- Our Local Authority
- Family Connect/The Police/Housing where there is a legal requirement
- The Department for Education (DfE)
- The School Nurse/NHS

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.

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>.



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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>



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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 **Donna O'Reilly (School Business Manager)** either in writing or by email to A2200@taw.org.uk.

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/>

Withdrawal of Consent and the Right to Lodge a Complaint

Where we ask you for consent we will tell you at the same time how you can remove your consent in future. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **Donna O'Reilly (School Business Manager)** either in writing or by email to A2200@taw.org.uk.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Rob Montgomery/Susan Wright (Data Protection Officers)
IG@telford.gov.uk