Hartington C of E Primary School
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Headteacher
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GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the GDPR comes into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR.

Who processes your information?

Hartington C of E Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Morag McNulty in her capacity as Temporary School Business Officer, will be the representative for the school with regard to its data controller responsibilities; she can be contacted on 01298 84254 or info@hartington.derbyshire.sch.uk.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Hartington C of E Primary School upholds are imposed on the processor.

Due to the size of the school the data protection officer has to be a professional who has the knowledge to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. At the present time the data protection officer has not been identified and assigned to the school. Once this information is available the name and contact details will be made available to you.

Why do we collect and use your information?

Hartington C of E Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

The lawful basis on which we use this information

We collect and use pupil information for general purposes under article 6 to allow:

- the data subject to give consent to the processing of his or her personal data for one or more specific purposes;
- to allow the necessary processing for the performance of a contract to which the data subject is party;
- to allow the necessary processing for compliance with a legal obligation to which the controller is subject;
- to allow the necessary processing in order to protect the vital interests of the data subject or of another natural person;

We process special category data as stated under article 9:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Data concerning health

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To promote the school

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- 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 e.g. national curriculum assessment results
- Relevant Medical Information

- Information relating to Special Educational needs
- Exclusion / Behavioural information
- Photographs – these will be used to aid our records management
- Curriculum providers
- Text2parents
- Web Site

Whilst the majority of the personal data you provide to the school is mandatory, some is provided 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 reasons the data is being collected and how the data will be used and your written consent requested.

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

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.

How long is your data stored for?

Hartington C of E Primary School hold pupil data for the period of time they attend the school (7 years) then it is transferred to the secondary setting. If a pupil transfers mid-term all data is transferred to their new setting.

This personal data relating to pupils and their families is stored in line with the school's **GDPR Data Protection Policy**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Attendance figures
- Statutory test results
- Pupil Premium

- SEND register
- Vulnerable children eg Foster, Special guardianship orders

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Hartington C of E Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school 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. 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.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Hartington C of E Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with the following parties:

- Pupils' destinations upon leaving the school
- The Local Authority
- The Department for Education (DfE)
- School doctor/nurse/NHS
- Health care professionals eg: Educational Psychologist, Behaviour support
- Schools Sports Partnership
- DCC LA Residential Outdoor Education Centres
- External curriculum providers
- IT Just Done (System provider)
- Arbor/ SAP – DCC systems

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. The organisation must enter into a written contract with the school.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Hartington C of E Primary School uses your personal data.
- Request access to the personal data that Hartington C of E Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Hartington C of E Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioners Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (https://hartington.derbyshire.sch.uk/) or download our GDPR Data Protection Policy.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Hartington C of E Primary School, Tel 01298 84254

Declaration

I declare that I understand:

- Hartington C of E 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.
- Hartington C of E Primary School may share my data with the DfE, and subsequently the LA.
- Hartington C of E Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Hartington C of E 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.