

Privacy Notice: How we use pupil information

This notice is intended for pupils and parents and sets out how and why Holmer Green Senior School collects and processes personal information.

Holmer Green Senior School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding pupils from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

On 25 May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). Holmer Green Senior School is registered as a 'Data Controller' with the Information Commissioner's Office (Registration No. Z3089681). The Data Protection Officer (DPO) for the school is: Mr Mark Purdom (Director, do UC). We ensure that your personal data is processed fairly and lawfully, is kept secure and is retained for no longer than necessary.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number and address and contact details, carer details, school photo)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Biometric (fingerprint) data
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information on Special Educational Needs or disabilities
- Relevant medical information
- Exclusion/behaviour Information
- Individual assessment data (including internal assessments and public examinations data)
- Where pupils go after they leave us

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 how well the school is doing as a whole
- to comply with the law regarding data sharing
- to protect vulnerable individuals
- Biometric data is collected with consent only, and used for the cashless catering system

The lawful basis on which we use this information

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations (for example providing data for DfE census returns under the Education Act 1996), and to enable it to perform tasks carried out in the public interest.

In addition, the school may also process personal data if at least one of the following applies:

- there is explicit consent
- in order to protect the vital interests of the individual
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

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

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 the data was collected for originally, and in accordance with the Records Management Society Tool Kit for Schools.

Individual student records are stored until the (ex) pupil reaches the age of 25 years

Who we share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- relevant NHS staff, for example the school nurse, SALT
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate
- third party organisations, as allowed by law

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 the DfE under regulation 5 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>.

Youth support services – Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information our provider of youth support services (Adviza/Connexions) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or carer can request that **only** their child's name, address and date of birth is passed to their provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our provider of youth support services (Adviza/Connexions) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> or for services in Buckinghamshire please go to <http://www.connexionsbucks.org.uk>

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, please contact Liz Plascott, PA to the Headteacher/Director of Communications

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
- under 'Data Portability' you have the right to request that your data is transferred to another school or college.

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact Mrs L Jackson, Director of Finance, H&R and Resources.