

Hart Plain Junior School



Privacy Notice for Parents and Carers

Under data protection law, individuals have the right to be informed about how the school uses any personal data that we hold on them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Hart Plain Junior School, are the data controller for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information (such as contact details, date of birth, identification documents, address)
- Results of internal assessments and externally set tests
- Pupil and assessment records
- Characteristics, such as ethnic background, nationality and eligibility for free school meals
- Modes of travel
- Relevant medical, special educational needs and behaviour information
- Attendance information and exclusion data
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this data

We collect and use data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Statistical forecasting and planning
- Carry out research
- Meet the statutory duties placed upon us by the Department for Education

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individuals vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this data

While the majority of information we collect about pupils is mandatory, there is some information that can be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission, you may ask us to stop processing this personal information at any time.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary, in line with the guidelines set out in the Hampshire Schools Retention Schedule. A copy of this can be found on our website.

Data sharing

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

We routinely share information with the Department for Education and our local authority. We are required to share information about our pupils with them under section 3 of the Education (Information about Individual Pupils) (England) Education Regulations 2013.

Where it is legally required, or necessary (and it complies with data protection law) we may also share personal information about pupils with:

- The pupil's family and representatives
- Educators, such as other schools that pupils transfer to and examining bodies
- Our regulator e.g Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts, tribunals

- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of the statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. More information can be found here

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, please contact the Department for Education or visit

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Parents and pupils' rights regarding personal data

Individuals have the right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents and carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or who it will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, or to be given access to your child's educational record, contact the school office at adminoffice@hartplain-jun.hants.sch.uk.

Further information on how to request information from the Department for Education can be found at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being made by automated means (by a computer or machine, rather than by a person)
- In certain circumstances have inaccurate data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school or our Data Protection Officer.

- Website: www.hartplain-jun.hants.sch.uk
- Call 02392 263200 or Fax 023 92269235
- Write to: Hart Plain Junior School, Hart Plain Avenue, Waterlooville PO8 8SA
- Email: adminoffice@hartplain-jun.hants.sch.uk
- Data Protection Officer: Mrs E Smith e.smith@hartplain-jun.hants.sch.uk
- Department for Education: <https://www.gov.uk/contact-dfe>