

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**.

Privacy Notice (How we use personal information)

Hart Plain Junior School is the Data Controller for the use of personal data in this privacy notice.

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to carry out research, statistical forecasting and planning
- to meet the statutory duties placed upon us by the Department for Education (DfE) data collections

Department for Education (DfE)

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

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

- Personal identifiers and contact details (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend)
- Assessment and attainment (such as phonics results, results of internal and external set tests and any relevant results)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (such as court orders and professional involvement)
- Photographs
- CCTV images captured in school

This list is not exhaustive, to access the current list of categories of information we process please see [Hart Plain Junior School - GDPR \(General Data Protection Regulations\)](#) We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Legal Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- with consent of the data subject,
- where we are complying with a legal requirement,
- where processing is necessary to protect the vital interests of a data subject or another person and
- where 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.

When the personal data consists of special category data we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

When we process personal information for the purposes of complying with a legal requirement the relevant legislation includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We also share pupils' data with the Department for Education (DfE) on a statutory basis either directly or via our local authority. 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) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

AI system & Automated decision making

We will make use of AI system(s) in some processing of pupil personal data. The school does not make decisions about pupils based solely on automated processing.

Collecting personal information

We collect pupil information via online/paper data collection forms completed by parents/carers, online permission forms, Common Transfer File (CTF), any biometric data or images collected by the school, or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain personal information to us or if you have a choice in this.

Systems and digital services we use

In order to effectively manage pupil data, support learning and communicate with families, we use a number of secure electronic systems. These systems are carefully selected, and we have data protection agreements in place with all providers to ensure personal data is processed in accordance with UK data protection law.

CPOMS (Safeguarding system)

We use CPOMS (Child Protection Online Monitoring System) to record and manage safeguarding concerns, behavioural information and wellbeing notes relating to pupils.

This information is accessed only by authorised staff and is used to support safeguarding, child protection and pupil welfare. CPOMS records may include sensitive personal data and are processed in accordance with safeguarding legislation and UK GDPR.

Arbor Education (Management Information System)

We use Arbor Education as our main pupil information system. This system is used to:

- store pupil and parent/carer contact details
- record attendance and absence information, including reasons provided by parents/carers
- log and manage communications between school and parents, including messages sent via the Arbor app, email and in-app messaging

- send notifications and updates to parents/carers

Medical Tracker

We use Medical Tracker to securely record and manage pupil medical information. This includes:

- medical conditions, allergies and dietary requirements
- medication administered in school
- care plans and medical incidents

This information may be shared with relevant staff to ensure pupil safety and appropriate care.

Telephone system and voicemail

Our telephone system allows parents/carers to leave voicemail messages. These messages:

- may be recorded
- are converted into audio files
- are sent securely to the school's email system so staff can respond appropriately

This helps ensure that important messages, including absence notifications and safeguarding concerns, are not missed.

Recording Communications

We keep records of electronic communications between the school and parents/carers where necessary. This may include emails, messages sent via school systems (such as Arbor), and telephone or voicemail messages. These records are used to support pupil welfare, safeguarding, and the effective running of the school.

Storing personal data

We hold pupil data securely for the time the pupil is attending 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 [Hart Plain Junior School - GDPR \(General Data Protection Regulations\)](#).

Who do we share pupil information with?

We routinely share pupil information with:

- Educators, such as other schools that pupils transfer to and examining bodies
- The pupil's family and representatives
- Our local authority
- the Department for Education (DfE)
- Our regulator e.g. Ofsted
- Suppliers and service providers – including educational software, communication platforms and IT systems – who process personal data on our behalf. These providers are contractually required to protect personal data and only use it for the purposes we specify.
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts, tribunals
- Professional bodies

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

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 pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

Requesting access to your personal data

Under the General Data Protection Regulation, 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 Katie Wedderburn, Data Protection Officer.

You also have the right, subject to some limitations 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
- a right to seek redress, either through the ICO or through the courts

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:

- **Data Protection Officer:** Mrs K Wedderburn k.wedderburn@hartplain-jun.hants.sch.uk
- **Additional Email:** adminoffice@hartplain-jun.hants.sch.uk
- **Website:** www.hartplain-jun.hants.sch.uk
- **Call:** 02392 263200
- **Write to:** Hart Plain Junior School. Hart Plain Avenue, Waterlooville PO8 8SA

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfes-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>; or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>