

Privacy Notice (How we use Pupil Information)

High Hesket Church of England School is committed to protecting the rights and privacy of individuals in accordance with its legal obligations under the General Data Protection Regulation (GDPR). High Hesket Church of England School is registered with the Information Commissioner's Office as a Data Controller Registration Number: Z6913437

The categories of pupil information that we process include:

- Personal information (such as name, unique pupil number, contact details and address);
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal & pupil premium eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended).
- Medical and administration (such as doctors information, child health, dental health, allergies, medication, conditions, records of accidents and dietary requirements)
- Assessment and attainment information (such as key stage 1 and phonics results, key stage 2 results and academic records, test results, progress data)
- Special Educational Needs information (such as education plans and including the needs and ranking)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions, behaviour management plans and any relevant alternative educational provision put in place)
- Trips and activities off site information, Residential trips administration
- Image and voice recordings taken for assessment and celebration
- Family financial information, such as entitlement to free school meals, transport and premium funding to manage catering and school trips etc.

This list is not exhaustive.

Why we collect and use this information

We collect and use the pupil information to run school and manage pupils under section 537A of the Education Act 1996, under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013, and under the Education (Pupil Registration) (England) Regulations 2006; and for monitoring and research under section 83 of the Children Act 1989.

- 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 comply with the law regarding data sharing
- to keep children safe (food allergies, or emergency contact details)
- to meet statutory duties placed upon us for DfE data collections
- to record our own school history
- to meet the statutory duty placed upon us to report infectious diseases e.g. supporting the COVID-19 test and trace system

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

We collect and use pupil information under **Article 6 and Article 9**.

- **Condition 6 (1)(c) - necessary for compliance with a legal obligation**
- **Condition 6(1)(e) - necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller**

- **Condition 9(2)(c) – necessary to protect the interest of a data subject**
- **Condition 9(2)(h) – providing health care or management of health care systems**
- **Condition 6(1)(b) – to enter into or carry out a contract e.g. provide meals, trips, transport, uniform, professional photos, childcare**
- **Condition 6(1)(a) – having your consent e.g. using images and names publicly**
- When we process sensitive personal data like medical information we rely on the lawful bases:
- 9(2)(h) to prevent medical problems, assess needs, and to support health & social care services e.g. Education Health & Care Plans (EHCP), records of medicine administration.
- 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, Covid-19 or e-Coli, to local and national government departments;
- 9(2)(f) to defend a legal claim against us e.g. some special educational needs and all accident records etc.
- This list is not exhaustive. For more information about the categories of information we process please see our school website www.high-hesket.cumbria.sch.uk

Collecting Pupil Data

We collect pupil information via registration forms when a child is admitted, at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school or medical forms completed by parents and/or guardians.

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

Storing pupil data

All pupil records will be kept securely at all times, in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools (Rev 2019). Paper records will be kept in lockable storage and all data stored electronically will have appropriate levels of security. We hold some pupil data for up to 25 years depending on the category of data, in accordance with our data retention schedule:-

https://cdn.ymaws.com/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share pupil information with and why

High Hesket CE School will not share your personal information without your consent, unless the law and our policies allows us to do so. We share pupils' data with the Department for Education (DfE) and Local Authority (LA) on a statutory basis.

We routinely share pupil information with:

- schools that the pupil's attend after leaving us to support their continuing education;
- our Local Authority;
- the Department for Education (DfE).
- School Nursing Team / NHS / Medical services such as vaccinations, health/eye/dental checks
- Children's Services/Public Health, Specialists / professionals such as Speech & Language advisers, Educational Psychologists, Inclusion & Social Care
- Voluntary and charitable organisations (with your permission only), such as Barnardo's, or other local organisations offering family support

- Public Health England in order to support COVID-19 testing and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public health and District Council Environmental Health Departments;

Why we regularly 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.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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 these data collections, under

- Statutory school census returns – Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see “How Government uses your data” section

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 the School Office. If we are unable to supply you with the required information you will be told why.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, we request that you 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 the School Office, High Heskett CE School, High Heskett, Carlisle, CA4 0HU.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school

- informs “short term” education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- Supports “longer term” research and monitoring of educational policy

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the DfE

The law allows the DfE to 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 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.

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 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/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

The Local Authority is the school’s Data Protection Officer, Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle, CA1 1RD telephone 01228 606060

Reviewed by School Governors

Reviewed annually

Date adopted: May 2018 Amended October 2018 Amended June 2020 Amended Sept 2020