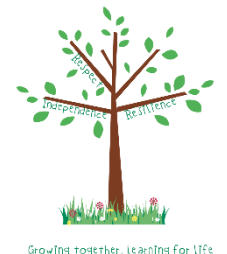


North Baddesley Infant School & Nursery Privacy Notice (How we use personal information)



Why do we collect and use personal information?

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- To comply with the law regarding data sharing
- To ensure that we can contact parents and carers in the case of an emergency
- To ensure that our medical provision for individual pupils meets their specific requirements as stated on health care plans
- To ensure that we have the correct permissions for the sharing of images of the pupil
- To ensure that we have the correct permissions for school trips, including local visits

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

- Personal data (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) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with the consent of the data subject (via their parent/carer), 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 information is Special Category Information, we may rely on processing being in the substantial public interest in addition to the consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011; the Children Act 1989 and 2004; the Education and Skills Act 2008; Schools Standards and Framework Act 1998 and the Equalities Act 2010. In addition, the data subject must have given consent to the processing of their personal data for one or more specific purposes (Article 6 GDPR).

Processing of personal data for revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data to uniquely identify a natural person, data concerning health or data concerning a person's sex life or sexual orientation shall be prohibited, with exceptions as stated in Article 9.

Collecting personal information

Whilst most personal information is mandatory, some is provided to us voluntarily. To comply with the General Data Protection Regulation, we will inform you whether you must provide certain personal information to us or if you have a choice. Where we are using

your personal information only based on your permission, you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with the Hampshire County Council School Records Retention schedule:

[school-records-retention-schedule-v3.0-2017-04-12--hf000011747823-.doc](#)

Who do we share pupil information with?

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Children's Services, or other professional bodies, where the health, safety and well-being of a pupil may be a concern
- The police, if requested as a result of a concern about a pupil's health, safety and well-being
- The pupil's parents/carers

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies requires 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.

Data collection requirements:

To learn 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>.

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 and studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from various 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 learn more about the pupil information we share with the department, for the purpose of data collection, 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 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 to ensure the confidentiality of our data is maintained, and stringent controls are 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 are based on a detailed assessment of the following:

- 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 the following:

<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 request your personal information, or be given access to your child's educational record, contact Mrs Page in the school office.

You also have the right, subject to some limitations, to:

- object to the 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

If you are concerned about how we collect or use 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:
Mrs Lashmar or Mrs Page on 02380 412412