



HOLMESDALE COMMUNITY INFANT SCHOOL & NURSERY

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Head Teacher: Mrs S Mullarkey

Pupil Privacy Notice

Under data protection law, individuals have a right to be informed about how Holmesdale Community Infant School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing 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, Greensand Multi Academy Trust, are the 'Data controller' for the purposes of data protection law.

Our Data Protection Officer is Wendy Hill (see 'Contact us' below).

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:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any dietary or medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Video images captured in school
- Exclusion Information

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 use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care

- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- To meet the statutory duties placed upon us for DofE collections.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to.

Article 6 Legal obligation: the processing is necessary for us to comply with the law and for the performance of tasks carried out in the public interest

Article 9 Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent and processing is necessary for reasons of substantial public interest on the basis of UK law.

Collecting pupil information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. 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.

How we store this data

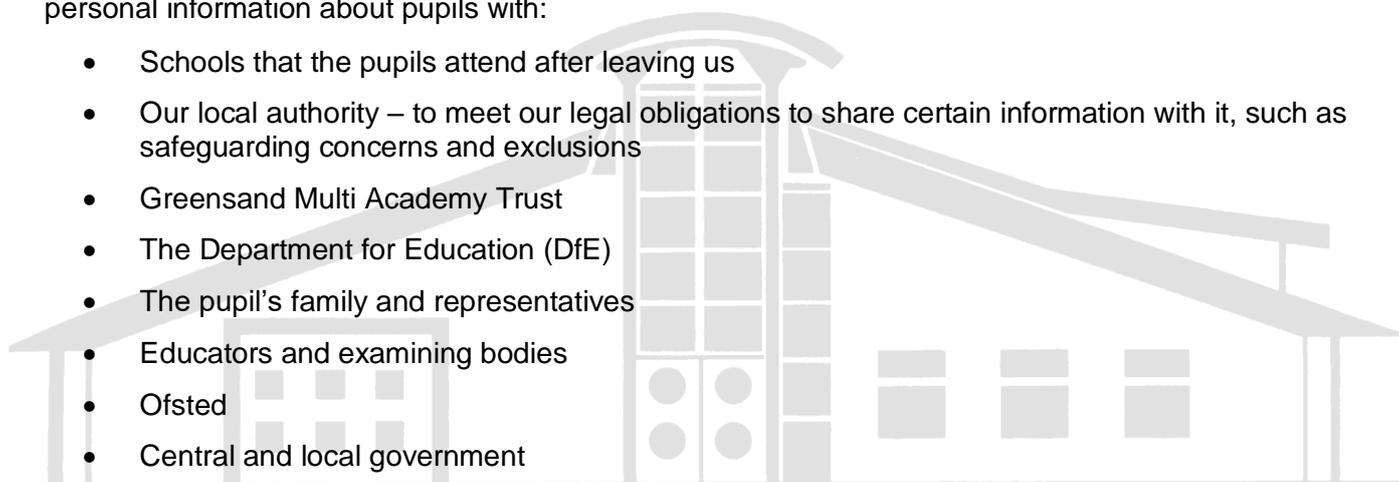
We keep personal information about pupils while they are attending our school, it is then passed onto their next school. If this is not possible then we hold data from their DOB plus 25 years.

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.

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

- Schools that the pupils attend after leaving us
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Greensand Multi Academy Trust
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations



- Police forces, courts, tribunals
- Professional bodies
- Study bugs

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 of Education (DofE) on a statutory basis. This data sharing underpins school funding, educational attainment policy and monitoring.

We are required to share information about 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-census-for-schools>

National Pupil Database

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 to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (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 personal data

Parents and carers have the right to request access to the information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

Mrs Wendy Hill, Greensand Multi Academy Trust

Registered Office: Pendleton Road, Reigate RH2 7NT

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 taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

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 contact the Information Commissioner at <https://ico.org.uk/concerns/>

Contact Us

If you have any questions, concerns or complaints or if you would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Wendy Hill, Reigate School, Pendleton Rd, Reigate RH2 7NT
(bursar@reigate-school.surrey.sch.uk)

We take any complaints about our collection and use of personal information very seriously.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

April 2019