



Brockhurst Primary School Privacy Notice

How we use information about Pupils in School

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders & other professionals involved)
- Attendance information (such as sessions attended, number of absences, absence reasons, any previous schools attended)
- Assessment information (such as KS1 assessment & Phonics results, KS2 assessment and attainment results)
- Relevant medical information (such as medical conditions, allergies, food intolerances, healthcare plans, dental health, medication)
- Special Educational Needs information (including the needs and ranking)
- Exclusions/behavioural information

We collect and use this information to:

- support pupil learning;
- keep children safe;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- comply with the law regarding data sharing.

The lawful basis on which we use this information:

We collect and use pupil information under the lawful basis that it is necessary for compliance with a legal obligation to which we are subject, or to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Collecting pupil information:

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.

Storing Pupil Data:

We hold pupil data for the length of time the pupil remains at Brockhurst Primary School. If the pupil leaves to join a known Local Authority primary or secondary school in Hampshire, the data is transferred to the new school. If the pupil leaves to join a known independent school in Hampshire, or a known Local Authority/independent school in another county within the UK, the data is transferred to the new school and a copy or summary is held until the pupil is 22 years old, when it is destroyed confidentially or deleted securely. If the pupil transfers to a known primary or secondary school outside of the UK, a copy of the data is sent to the new school and the original record is held until the pupil is 22 years old when it is destroyed confidentially or deleted securely. When a pupil transfers to an unknown school, the data is retained until the pupil is 22 years old and is then destroyed confidentially or deleted securely.

Who we share pupil information with:

We routinely share pupil information with:

- schools that the pupils attend after leaving Brockhurst
- our Local Authority – Hampshire County Council
- the Department for Education (DfE)
- school nursing team
- local Children's Partnership for more vulnerable children
- other schools when pupils transfer in-year
- residential trip venues

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 also share pupil information with the Local Authority and the DfE when we submit the school census returns, which are statutory requirements on schools under Section 537A of the Education Act 1996. This data sharing underpins school funding and educational attainment policy and monitoring. To find out more about these statutory requirements including the school census returns, go to <http://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD):

The NPD is owned and managed by the DfE 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 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 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 Data Protection Officer on 02392 584 071 or visit the school office.

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
- claim compensation for damages caused by a breach of the Data Protection regulations
- seek redress, either through the ICO (Information Commissioner's Office) or through the courts

If you have a concern or a 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. Alternatively, you can contact 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 Data Protection Officer on 02392 584 071 or adminoffice@brockhurst.hants.sch.uk