Harmondsworth Primary School

Privacy Notice for Pupils

Approved by: Hardip Lawana	**Date:** Spring 24
Last reviewed on: Spring 24	
Next review due by: Spring 26	
Governing Board Signature:	

Version	Date	Comments
1	Autumn 21	Created
2	Autumn 23	Updated
3	Spring 24	Updated

Privacy Notice Pupils

School Introduction

Harmondsworth Primary School is a one form entry Primary School in Harmondsworth.

Privacy Notice (How we use pupil information)

We collect and hold personal information relating to our pupils when they are admitted to our school. We may also receive information from previous schools, local authorities and/or the Department for Education (DfE).

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

- Personal information (such as name, unique pupil number and address, data relating to those with parental responsibility)
- 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)
- Medical information (such as allergies, asthma or relevant specific medical care plans)
- Special Educational Needs and Disabilities information relating to specific pupils
- Behavioural information on individual pupils
- Assessment information for each pupil

Why we collect and use this information

We will only process your data under one or more of the following legal basis.

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
(d) Vital interests: the processing is necessary to protect someone's life.
(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Where we require consent to process your information, we will make it clear when we are asking for consent and explain how to go about withdrawing your consent. Consent can be withdrawn at any time.

We may also receive information regarding pupils from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

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

Collecting pupil information

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 Data Protection legislation, 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 as long as is necessary to provide our services. Some data we are required by legislation to hold for a period extending beyond the time your child attends the school. If you would like further information on retention guidelines please speak to the Computing Coordinator, Avneet Bahra or the Headteacher, Mrs Eleesa Dowding.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our LA Hillingdon
- Adjoining local authorities (depending on which borough the pupil lives in)
- The Department for Education (DfE)
- The NHS including the School Nurse service

For a full list - please contact the school office.

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. Data is only ever shared in line with data protection legislation.

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 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-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, 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 Computing Coordinator, Mrs Nisha Rikhi or the Headteacher, Mrs Eleesa Dowding via the school.

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

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, 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:

contact Mrs Eleesa Dowding via the telephone 02087591718 or email Office@harmondworthprimary.org.uk
Our Data Protection Officer is: Jo Hillis Office: 01494 622200 | Mobile: 07501 535950
Website: www.auxoltd.co.uk