



Horningsham Primary School

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Privacy Notice for Pupils Parents and Carers – How we Use both your Child's and Your Personal Data

The Data Protection Act 2018 and UK General Data Protection Regulation (UK-GDPR) gives individuals the right to be informed about how the 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 and their Parents or Carers**.

Horningsham Primary School is the 'data controller' for the purposes of data protection law.

1 THE CATEGORIES OF PERSONAL DATA WE HOLD

1.1 Personal data that we may collect, use, store, and share (when appropriate) include, but is not restricted to:

- Personal Information (such as name, address, contact details, date of birth, identification documents, unique pupil number)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons, including extracurricular activities and previous school attendance)
- Special Education Needs (SEN) information
- Safeguarding information
- Details of any medical conditions, including physical and mental health
- National Curriculum Assessments/results
- Individual Assessment Data, tests, and Reports
- Exclusion/behaviour information
- Details of any support received, including care packages, plans and support providers
- Schools previously attended or transferring to
- Pupil and curricular records
- Contact details and contact preferences
- Bank details (for BACS refund purposes only)
- Photographs and videos
- Image capturing via CCTV.
- Information gathered during investigations of complaints and or allegations, grievances, and disciplinary investigations

- Information concerning children in need and or looked after
- Family Court Orders relating to individual pupils

1.2 We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken, nationality
- Information regarding income and eligibility for certain benefits
- Family circumstances, including related documentation
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers
- Information provided by you relevant to your child's learning, attendance, and wellbeing

1.3 We may also hold data that we have received from other organisations, including other schools, local authorities the Department for Education and Social Services.

2 WHY WE USE THIS DATA

2.1 We use this data to:

- Support pupil learning
- Monitor and report to parents on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare – including safeguarding pupils
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing and our legal and statutory obligations
- Respond to complaints, grievances, allegations, and disciplinary investigations.

3 USE OF YOUR PERSONAL DATA FOR MARKETING PURPOSES

3.1 Horningsham Primary School uses email as our primary communication method. We use email to notify parents and carers of school events, school closures and other school related issues.

3.2 We will also ask for your consent to receive other communications relating to campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails at any time by contacting the school office.

4 OUR LEGAL BASIS FOR USING THIS DATA

4.1 Horningsham Primary School holds the legal right to collect and use personal data relating to pupils and their families, to meet legal requirements under Public Task or our legitimate interests set out in the UK-GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the General Data Protection Regulations
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

4.2 Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered with you

4.3 Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

5 COLLECTING THIS INFORMATION

5.1 Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide the information to us or if you have a choice.

6 HOW WE STORE THIS DATA

6.1 We keep the personal information while the pupil is attending our school and beyond if this is necessary to comply with our legal obligations. Personal data is stored in line with our Data Protection Policy and is usually transferred to the child's next school.

6.2 In accordance with the UK-GDPR, the school does not store personal data indefinitely. We hold data for the periods of time as stated in our Records Retention Policy.

7 DATA SHARING

7.1 We do not share information with any third party without consent unless the law and our policies allow us to do so. Examples with whom we may share your personal information are:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- School to school networks
- Educators and examining bodies
- Our regulator/auditor, e.g. Ofsted, Government departments or agencies, e.g. Processing Free School Meal applications
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. ParentPay, School's MIS
- The NHS, Financial organisations, e.g. BACS payments
- Our auditors
- Our Data Protection Officer

- Health authorities, Physiotherapists, Occupational Therapists, Audiology, Deaf CAMHS, Cochlear Implant Teams, School Nurses etc.
- Relevant Pupil Safeguarding Bodies Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

8 WHY WE SHARE PUPIL INFORMATION

- 8.1 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.
- 8.2 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.

9 DATA COLLECTION REQUIREMENTS

- 9.1 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>.

10 THE NATIONAL PUPIL DATABASE (NPD)

- 10.1 We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.
- 10.2 The database is held electronically so it can easily be analysed for statistics. The information is securely collected from a range of sources including schools, local authorities, and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
- 10.3 For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

11 TRANSFERRING DATA INTERNATIONALLY

- 11.1 Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

12 PARENTS AND PUPILS' RIGHTS REGARDING PERSONAL DATA

- 12.1 Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.
- 12.2 Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office or our data protection officer.
- 12.3 You also have the right to:
- object (though not an absolute right) 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
 - You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the UK-GDPR and will be the case where the request is complex – for example, where we need multiple staff to collect the data.
 - 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/>

13 CONTACT US

- 13.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school office on 01985 844342 or our **data protection officer**: Jeremy Shatford by Email: dpo@jeremyshatford.co.uk .
- 13.2 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.

Updated: 1st September 2021