



Himbleton CE First School and Nursery

Privacy Notice

Categories of pupil information that we collect, hold and share:

- Personal information – name, date of birth, unique pupil number, address;
- Relevant medical information;
- Special educational needs;
- Exclusions and behavioural information;
- Assessment information;
- Characteristics – attendance (including reasons).

Why we collect and use this information:

- To support learning;
- To monitor and report on pupil progress and achievement;
- To provide appropriate pastoral support;
- To assess the quality of our services;
- To comply with the law.

The lawful basis on which we use this information:

We collect and use information under the Education Act 1996. The EU General Data Protection Regulation 2016/679 (GDPR) took effect on May 25th 2018, including Article 6 'lawfulness of processing' and Article 9 'processing of special categories of personal data'.

Collecting pupil information:

Whilst the majority of pupil information that you provide to us is mandatory, some may be provided on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain information or whether it is optional.

Storing pupil information:

We hold data for the time that the pupil is at school with us. When they move to secondary school, all information is transferred to the chosen setting. If a pupil leaves to attend a different setting during the primary years, information will then be passed to the new setting.

Who we share pupil information with:

We routinely share information with:

- Other schools, training and curriculum service providers;
- The local authority and other local authorities if required (for pupil migration);
- The Department for Education (DfE);
- The National Health Service (NHS);
- School Nurse;
- Police;
- School photography service;
- Educational visit providers;
- Competition providers (sport tournaments etc.);
- Curriculum based websites and applications;
- Teachers2Parents text service.

Why we share 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 pupil information with the DfE on a statutory basis. This sharing underpins school funding, educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of the Education (information about individual students) (England) Regulations 2013.

Data Collection Requirements

To find out more about the data collection requirements on us by the DfE go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

National Pupil Databases (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in school 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 school, 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 allows this is the Education (information about individual students) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-student-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;
- The arrangements in place to store and handle the data.

To be granted access to student 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>

To contact the DfE, please see <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under current 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 records, please contact the School Office on 01905 391231 or office@himbleton.worcs.sch.uk.

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;
- Claim compensation for damages caused by a breach of 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 the School Office on 01905 391231 or office@himpleton.worcs.sch.uk in the first instance.