

**HERITAGE PARK PRIMARY SCHOOL**  
**Privacy Notice (How we use pupil information)**

**The categories of pupil information that we process include:**

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information (such as Key Stage 1 and Phonics Screening Check)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Dinner Money information
- Secure email communication with external agencies (health and social services)
- Trips and activities

**Why we collect and use this information**

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to comply with the law regarding data sharing
- to share data for statutory inspections and audit purposes
- to organise consent forms for other contacts
- To provide essential information to appropriate 3<sup>rd</sup> parties – including health, social services etc.

**The lawful basis on which we use this information**

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 8 (1)(2)Recital (38)
- Article 6 (1)(a)-(f), and Article 9 (GDPR) – from 25 May 2018
- Article 5 (6 Principles – from May 2018

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **How we collect pupil information**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to use is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. Details are available on our Data Retention Schedule below:

<b>Pupil Data:</b>	
Main pupil record	Date of leaving
Census files	6 years
<b>Admissions:</b>	
Appeals	Date of Appeal + 1 year
Register	Date of Leaving
Casual admissions	Date of Admission + 1 year
<b>Attendance:</b>	
Registers	3 years
Free School Meals	7 years
Dinner registers	3 years (note linked financial records – 7 years)
Absence notes	3 years
Attendance returns	2 years
<b>Child Protection:</b>	Date of leaving
<b>SEN records:</b>	Date of leaving

GDPR Article 15 1(d)

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Authority (Peterborough City Council)
- the Department for Education (DfE)
- School Nurse
- National Health Service
- Cool Milk

## **Why we regularly 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 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.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

## **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 Mrs Anderson, Office Manager, at: [office@heritagepark.peterborough.sch.uk](mailto:office@heritagepark.peterborough.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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 Mrs Anderson, Office Manager, at : [office@heritagepark.peterborough.sch.uk](mailto:office@heritagepark.peterborough.sch.uk).

Donna Flynn, Data Protection Officer, The ICT Service, at: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk).

## **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school).

## **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)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/df-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

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