

Privacy Notice (How we use pupil information)

Hotwells Primary School is the Data Controller for the use of personal data in this privacy notice.

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 doctors 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 (such as key stage 1 and phonics results and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Catering and free school meal pupil information
- Pupil information, including medical information, for residential and day trips
- Pupil premium information

Why we collect and use pupil information:

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the Department for Education

The lawful basis on which we use this information:

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, The Data Protection Act 2018 and The UK General Data Protection Regulation including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Collecting pupil information:

We collect pupil information from a number of sources, for example, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data:

We hold pupil data securely for the set amount of time shown in our Records Retention CST Policy.

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.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools
- Local authorities
- The Department for Education (DfE)
- Cathedral Schools Trust, the multi-academy trust we are part of.
- The School Nurse, who is part of the NHS.
- Schools Comms, which includes the texting services (for group texts to the whole school or year groups).
- CPOMS
- Photography services.
- SIMS software
- School Cloud, parents evening software

Cathedral Schools Trust

College Square
Bristol
BS1 5TS

Website: www.cathedralschoolstrust.org
Telephone: 0117 2051605
Contact: enquiries@cathedralschoolstrust.org

The School Nurse

Sirona Care & Health
Southmead House
256 Greystoke Avenue
Bristol
BS10 6BQ

Telephone: 0300 1245816 and 07811 498117
Contact name: Emma Weston, Specialist
Community Public Health Nurse
Community Children’s Health Partnership
Email: emma.weston2@nhs.net

School Comms

Continental House
Kings Hill
Bude
EX23 OLU

Website: www.schoolcomms.com
Contact number: 0333 332 7147

CPOMS

Cpoms Systems Ltd
Unit 7
Acorn Business Park
Skipton
North Yorkshire
BD23 2UE

Website: www.cpoms.co.uk
Email: servicepoint@cpoms.co.uk
Telephone: 0845 3451155

Tulip Photography

Unit 5 – Gilda Buildings
Winterstoke Road
Weston-super-Mare
BS23 3YS

Website: www.tulip-photo.co.uk
Telephone: 01934 708202
Contact: Jack Van Veen
Email: info@tulip-photo.com

Capita Business Services Ltd (SIMS software)

30 Berners Street
London
W1T 3LR

Telephone: 01325 745767
Email: Christopher.Rae@capita.co.uk

School Cloud

The Albus
Brook Street
Glasgow
G40 3AP

Telephone: 0333 3443403
Website: www.parentseveningsystem.co.uk

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:

- Regulation 5 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 at the end of this notice.

Local Authorities:

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- The [Schools Admission Code](#), including conducting Fair Access Panels.

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 Martine Peace or Helen Stuart in the 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
- 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section at the end of this notice.

Withdrawal of consent and the right to lodge a complaint:

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Martine Peace or Helen Stuart in the office.

Last updated:

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 7 March 2022.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Sally Morris, School Business Manager
- Martine Peace, Office administrator
- Helen Stuart, Finance administrator

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/dfE-external-data-shares>

How to find out what personal information DfE hold about you:

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they're holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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