



## Pupil Privacy Notice

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	1.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Updated changes regarding Lawful basis
V4	IG Team	IG Team	10.11.2021	01.09.2022	Changes to consent
V5	IG Team	IG Team	28.10.2022	01.09.2024	We collect; Categories; Lawful basis; Storing data; Sharing data

## **How we use pupil information**

We, Hursthead Junior School, Kirkstead Road, Cheadle Hulme SK8 7PZ, are a 'data controller' for the purposes of the UK General Data Protection Regulation (GDPR). We collect information about you from your previous school, local authority and/or the Department for Education.

### **We collect your information to:**

- support pupil learning and the delivery of education
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe
- comply with our statutory obligations

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

- Personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, religion and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special Educational needs and disability status
- Medical and administration (such as doctor's information, health, allergies, medication and dietary requirements)
- Attendance
- Assessment and attainment
- Behavioural information

We share pupil data with a number of services in order to provide appropriate support for our pupils. This will include Local Authority educational services

including specialist inclusion, support and access services as well as health services like School Nursing.

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

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- **Article 6(1)(c) - legal obligation**

We are required to process pupil data so that we meet the legal requirements imposed upon us such as our duty to look after you and protect you from harm.

- **Article 6(e) - public interest**

It is necessary for us to disclose your information so that we can provide you with an education and look after you. This is known as being in the public interest and means we have real and proper reasons to use your information

Sometimes, we may also use your personal information where:

- **Article 6(1)(a) - consent**

Consent may be relied upon to process some forms of pupil data which are not used within the normal business of the school such as use of photographs in the public domain or arranging school trips.

- **Article 6 (d) - vital interest**

It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

We do not process any special categories of personal data except where necessary for:

- Reasons of substantial public interest in complying with legal obligations (including under the Equality Act 2010). **(Article 9(2)(g))**.
- Explicit consent given by the data subject **(Article 9(2)(a))**.

- Purposes of preventive or occupational medicine (**Article 9(2)(a)**).

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact Mrs Farnsworth, School Business Manager, should you wish to withdraw your consent for any of the above activities.

### **Collecting pupil information**

Whilst the majority of pupil information you provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, 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 securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the School Office.

### **Whom we share pupil data with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the Local Authority (Stockport MBC), including Admissions, Behaviour Support Service, Learning Support Service, Stockport Music Service, Remote Back Up Service, the MASSH (Multi-Agency Safeguarding and Support Hub)
- CPOMS, an online platform for recording safeguarding concerns, behavior incidents and contact with external agencies
- the Department for Education (DfE)
- the National Foundation for Educational Research (NFER), who conduct assessment research

- the Education and Skills Funding Agency (ESFA)
- the pupil's family and representatives
- the NHS, including the School Nurse
- IntraHealth, who have been appointed by Stockport LA to administer nasal flu vaccinations
- Nick Dux Consultancy, who provide behaviour support services
- Cheadle Hulme High School, for pupils participating in the Primary Maths Challenge
- Capita, who provide our Student Information Management System
- Teachers2Parents, who provide our email- and text-messaging systems
- ParentPay, who provide our online payment system
- Micro Librarian, who provide our school library registration system
- Times Tables Rock Stars, who provide a times tables programme used in school
- MyMaths, who provide a maths programme used in school
- ClassDojo, who provide a motivation and rewards system used in school
- Charanga, who provide a music scheme used in school
- Hi Impact, who provide our IT support
- Dolce, who provide our school meals
- SchoolGrid, who provide software for Dolce
- Stockport Active CIC (previously LifeLeisure), who provide our swimming lessons
- InVentry, who provide our entry and exit system
- SchoolCloud, who provide our Parents' Evening software
- Wonde, who provide an interface between the DfE, Teachers2Parents, Timetables Rock Stars and FSM vouchers
- Get Set 4 Education, who provide a PE scheme used in school
- GL Assessment, who conduct assessment research
- NCCE Teach Computing, who provide a computing scheme used in school

We send out letters and consent forms on behalf of the Parents' Association. It is your decision whether or not to provide the requested information for use at the specified event only.

We send out flyers on behalf of Front Row Music and Stockport Music Service for the provision of guitar, woodwind and brass lessons. We do not routinely provide personal information to either provider and it is your decision whether or not to provide the information requested.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

### **Why we share pupil information**

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 the DfE under regulation 5 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 to whom 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 the 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 to be given access to your child's educational record, please contact Mrs Farnsworth, School Business Manager, or alternatively you can view our Data Subject Rights Policy on the school website <https://www.hursthead-jun.stockport.sch.uk/data-protection-gdpr>

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:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

## **Contact**

If you would like to discuss anything in this privacy notice, in the first instance, please contact Mrs Farnsworth, School Business Manager.

Our Data Protection Officer, Karen Lane, may be contacted on [IGSchoolSupport@stockport.gov.uk](mailto:IGSchoolSupport@stockport.gov.uk) or 0161 474 4299.

*This notice is based on the Stockport MBC model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.*