

# Halton Lodge Primary School

## Privacy Notice: How We Use Pupil Information

### Why do we collect and use pupil information?

We collect and use pupil information under the General Data Protection Regulations (GDPR):

**Article 6 - Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law, and**

**Article 9 - Processing is necessary for reasons of substantial public interest, on the basis of law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.**

The GDPR comes into force on 25<sup>th</sup> May 2018

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

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

- Personal information (such as name, unique pupil number, address, contact details and previous school/nurse attended);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as termly assessment data, reading levels and attainment in end of key stage tests);
- Relevant medical information (such as allergies and long-term medical conditions);
- Special education needs information (such as area of need and level of support required);
- Exclusions and behavioural information (such as reasons for exclusions, cause for concern records and serious incident logs).

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, 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 for seven years after the child leaves the school – unless this needs to be retained for another purpose.

## Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- our local authority;
- the Department for Education (DfE);
- Halton Children's Safeguarding Board;
- School nurse (and NHS);
- Cheshire police.

## 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.

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.*

## 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 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 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 be given access to your child's educational record, contact the Headteacher (See CONTACTS section below).

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF. Telephone 0303 123 1113 or at: <https://ico.org.uk/concerns/>.

## Contacts:

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

Anthony Hilldrup (Headteacher)  
Halton Lodge Primary School, Grangeway, Runcorn, WA7 5LU.  
Tel: 01928 564053  
Email: [head.haltonlodge@halton.gov.uk](mailto:head.haltonlodge@halton.gov.uk)

If you need information about how the Halton Borough Council and DfE store and use your information, then please go to the following websites:

<http://www4.halton.gov.uk/Pages/Home.aspx>  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact Halton Borough Council or the DfE as follows:

Janet Johnson – Information Governance – ICT Services – Halton Borough Council  
Direct Dial Tel: 0151 511 7059 or via email [janet.johnson@halton.gov.uk](mailto:janet.johnson@halton.gov.uk)

DfE - Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

Peter Richmond (Divisional Manager - Service Improvement / Governance)  
Resources & ICT Services, Halton Borough Council, Municipal Building, Kingsway, Widnes, WA8 7QF  
Email: [peter.richmond@halton.gov.uk](mailto:peter.richmond@halton.gov.uk) (for person identifiable data please use [peter.richmond@halton.gcsx.gov.uk](mailto:peter.richmond@halton.gcsx.gov.uk))  
Direct line: 0151 511 7003 Switchboard: 0303 333 4300