



# Hamble Primary School Privacy Notice

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'Privacy Notice' to you where we are processing your personal data.

This Privacy Notice explains how we collect, store and use personal data about you.

We, Hamble Primary School, Hamble Lane, Hamble, SO31 4ND, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Clare Wilding, School Business Manager.

## **Why do we collect and use personal information?**

We collect and use personal information:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- To comply with the law regarding data sharing

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

- Personal information (such as name, unique pupil number and address)
- 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) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

## **Our legal basis for using this data**

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject:

- Where we are complying with a legal requirement
- Where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn
- Where processing is necessary to protect the vital interests of a data subject or another person

When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

### **Collecting Personal Information**

Whilst majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. There are some occasions when you can choose whether or not to provide us with data. We will always tell you if it is optional. If it is mandatory, we will explain the possible consequences of not complying.

### **Storing Personal Data**

We keep personal information about pupils whilst they attend our school, we may also keep it beyond this date if this is necessary to comply with our legal obligations. Details of this can be found in our retentions schedule which is published on our website along with this notice.

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

We do not share personal information about you with anyone outside the school without your consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and in line with data protection law) we may share personal information about our pupils with:

- Our Local Authority – to meet our legal duties to share certain information such as concerns about pupil safety and exclusions (Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- The Department of Education – To meet our legal obligation under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.
- Parents/Carers - Parents/Carers – to meet our legal obligation for reporting attainment and attendance
- Schools that the pupil's attend after leaving – to meet our legal and public obligations
- Ofsted – to meet our legal obligations to share certain information.
- Suppliers and service providers – to enable them to provide the service we have contracted them for so that we can perform our statutory duty of educating children.
- The School Nursing team/ NHS – to meet public interest task
- Police forces, courts, tribunals – to meet our legal obligations

Where you have given us consent to do so, Hamble Primary School may send you marketing information by email promoting school events, campaigns and other services that may be of interest to you. You can withdraw at any time by contacting Clare Wilding, School Business Manager (see contact details below).

### **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**

Individuals have a right to make a "subject access request" to gain access to personal information that the school holds about them.

To make a request to access to your child's educational record, contact Clare Wilding, School Business Manager.

If we do hold information about you, we will

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information

You may ask us to send your personal information to another organization electronically in certain circumstances.

### **Other Rights**

Individuals have other rights over how their personal data is used and kept safe, including the right to

- Objecting to the use of personal data if this would cause or is causing harm or distress
- Prevent it being used to send direct marketing

- Objecting to decisions being taken by automated means (decisions being made by a computer or a machine rather than a person)
- Have your personal data corrected, deleted or destroyed if wrong or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioners Office

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions or concerns, or if you would like further information regarding anything in this notice, please contact our Data Protection Officer

- Clare Wilding at [c.Wilding@hamble-pri.hants.sch.uk](mailto:c.Wilding@hamble-pri.hants.sch.uk) or call 023 80453298

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in our school.