

Privacy Notice and General Data Protection Regulation

Rationale

Heathbrook Primary School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR) Article 6(1)(c) and Article 9(2)(b), section 537a of the Education Act 1916 and section 83 of the Children Act 1989.

Who Collects This Information?

Heathbrook Primary School is a “data controller” this means we are responsible for deciding how we hold and use personal information about pupils.

Pupil Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (ie. ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (ie. sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information and special educational needs information);
- Images of pupils engaging in school activities;
- Images captured by the school’s CCTV system;
- Information about the use of our IT, communications and other systems, as well as other monitoring information.

Collecting This Information

Whilst the majority of 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.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold pupil data and use it for:

- Pupil admission (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupil, as well as monitoring pupils’ progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set school targets;
- Safeguarding pupils’ welfare and providing appropriate pastoral (and where necessary medical) care;
- Supporting teaching and learning;

- Giving and receiving information and references about past, current and prospective pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupils achievements;
- Carrying out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV;
- Supporting pupils after they leave the school;
- Other reasonable necessary occasions for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

The Lawful Basis On Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life;
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law;
- The Education Act 1996: for Departmental Censuses three times a year. More information can be found at: <https://www.gov.uk/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure your child(ren) stay safe and healthy or we are legally required to do so.

We share pupil information with:

- The Department of Education (DfE) – on a statutory basis under Section 3 of the Education Act (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as Social Care);
- Law enforcement officials such as Police and HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- The Local Authority;
- Grant awarding organisations;
- Approved organisations and their representatives who work with pupils; eg. student teachers, student therapists

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and treat it in accordance with the law. We may transfer your personal information outside of the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Why We Share This Information

We do not share information about our pupils with anyone without consent unless otherwise required by law. For example, we share students' data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Storing Pupil Data

The School will keep information about pupils on computer systems and sometimes on paper. Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Automated Decision-Making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances. Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Security

We have put in place measures to protect the security of your information (ie. against it being accidentally lost, used or accessed in an unauthorised way).

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) 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 DfE. 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 the 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 DfE 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 DfE 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
- 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 covered by confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the DfE'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 or which project), please visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received> To contact the DfE: <https://www.gov.uk/contact-dfe2>

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(ren)'s education record contact the Headteacher.

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 purposes of direct marketing;
- Object to the decisions being taken by automated means;
- Have accurate personal data rectified, blocked erased or destroyed in certain circumstances;
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

Right To Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher. Once we have received notifications that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you contact the Headteacher in the first instance headteacher@heathbrook.lambeth.sch.uk

Lambeth Council will oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Headteacher then you can contact:

Information Governance, Lambeth Council, PO Box 734 Winchester SO23 5DG or email infogov@lambeth.gov.uk You can also visit the 'Subject Access Request' section of the Lambeth Council website if you need more information about how we use and store your information.

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

Changes To This Privacy Notice

We reserve the right to update this privacy notice at any time and will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Policy Adopted by Governors: May 2018

Policy Last Reviewed: May 2018

Policy Due for Review: May 2019