

## PRIVACY NOTICE

### How we use pupil information

This notice is to help pupils and parents understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.

#### What is 'personal information'?

Personal information is information that the school collects about you. This includes information such as your name, date of birth and address as well as things like assessment results, medical details and behaviour records. The school may also record your religion or nationality.

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

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, and country of birth)
- attendance information (such as sessions attended, number of absences and absence reasons);
- assessment information (such as grades and reports)
- relevant medical information (such as details of medical conditions and medications)
- special educational needs information (such as an Educational Psychologist Report)
- pastoral information.

#### Why we collect and use this information

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 and the overall performance of the school;
- to comply with the law regarding data sharing;
- and to aid transition to our feeder schools.

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

We collect and use pupil information under Article 6 and Article 9 of the GDPR. This enables the School to process information such as assessments, Special Educational Needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements of the School to provide education for the individual. For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

#### 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 in line with our Data Retention Policy. Therefore, throughout the duration of your time at the school, plus one year afterwards. Upon leaving, you also have the option of joining our Alumni.

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

We routinely share pupil information with:

- schools that the pupil(s) attend after leaving us;
- our local authority;
- the Department for Education (DfE);
- NHS.

## **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 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>.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Joanne Airey, Bursar.

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 ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **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 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>

#### **Further information**

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

Mr David White, Data Protection Officer  
Hunter Hall School  
Frenchfield  
Penrith  
Cumbria  
CA11 8UA  
Tel: 01768 891291