

May 2018

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how Heathside uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils, their parents/carers and contacts**.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school. Heathside uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The categories of pupil information that we process include:

Personal data that we may collect, use, store and share (when appropriate) about pupils includes:

- personal information (such as name, unique pupil number, address and date of birth)
- contacts (such as contact details, contact preferences, identification documents)
- characteristics (such as ethnicity, language, country of birth and eligibility for free school meals),
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment information (such as internal tests, grades, pupils' progress and exam results)
- behavioural information (such as exclusions, behaviour incidents and relevant alternative provision)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs)
- medical information (such as details of any medical conditions, doctors information, allergies, medication and dietary requirements, medical incidents that may have happened outside school)
- safeguarding information (such as court orders and professional involvement)
- details of any support received, including care packages, plans and support providers
- photographs for identification purposes and to display on school publications, in school posters, digital signage and the website
- CCTV images captured in school for purposes of public, pupil and staff safety and crime prevention and detection
- biometric information used for cashless catering, library and sixth form registration
- payment information (such as for trips and activities and school meal management)
- Post-16 information (such as destinations data, UCAS applications and grants)
- Some financial information (bank details) for bursary claimants.

We also process special categories of personal data that may include:

- physical or mental health needs;
- racial or ethnic origin;
- religious or other beliefs of a similar nature.

Why we collect and use this data

We collect and use this data for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate care and guidance
- to keep children safe
- to assess the quality of our services
- to administer admissions waiting lists
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing
- to communicate with parents/carers
- to make certain payments to eligible pupils

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Under the General Data Protection Regulation (GDPR), the lawful bases (Article 6) we rely on for processing pupil information are:

- we need it to perform an official task in the public interest
- we need to comply with a legal obligation.

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests).

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. In addition, concerning any special category data (GDPR Article 9), processing is deemed necessary on the following bases:

- for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject
- to protect the vital interests of the data subject or of another natural person
- data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- for reasons of substantial public interest

How we collect this information

We collect pupil information via

- registration (on-roll) forms at the start of the school year or
- Common Transfer File (CTF) or secure file transfer from previous school
- Data checking form at the start of each year
- Parental communication face to face, email, telephone calls
- Biometric (fingerprint) collection on joining the school/request and entering the sixth form
- CCTV

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store this data

We hold pupil data securely while they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. The data

retention schedule included in the [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

We keep data secure by:

- Ensuring paper-based records and portable electronic devices containing personal data are physically secure
- Enforcing password rules to ensure appropriate access to school computers, laptops and other electronic devices
- Protecting all portable devices i.e. laptops and iPad with encryption and management software
- Carrying out due diligence and taking reasonable steps to ensure secure storage and adequate protection where we need to share personal data with a third party

Who we share pupil information with

We routinely share pupil information with:

- Schools and other educational establishments that a pupil may attend after leaving us
- our local authority
- the Department for Education (DfE)
- the pupil's family and representatives
- youth support services (pupils aged 13+)
- educators and examining bodies including UCAS
- suppliers and service providers – to enable them to provide the service we have contracted them for
- health and social welfare organisations
- police forces, courts, tribunals

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.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via a combination of software and hardware controls which meet the current [government security policy framework](#).

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 our Data Protection Officer Mrs L Vishwanathan: vishwanathan@heathside.surrey.sch.uk

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 <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact Mrs L Vishwanathan, Data Protection Officer on vishwanathan@heathside.surrey.sch.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).

- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including: conducting research or analysis

- schools
- local authorities
- researchers
- organisations connected with promoting the education or well-being of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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