Hunwick Primary School

Privacy Notice for Pupils and Parents

Hunwick Primary School is a maintained primary and nursery school for children aged 4 – 11 years old. Our local authority is Durham County Council.

For the purposes of data protection, Hunwick Primary School is the data controller for your information.

What type of information do we collect and how do we collect it?

We collect the following types of information...

- 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)
- Assessment information (such as test results and details of pupil progress)
- Relevant medical information (such as medication that is required)
- Information relating to special educational needs and disabilities (SEND)
- Behavioural information (such as details of incidents in school or the number of exclusions)
- Safeguarding information
- Photographs

We use the following methods to collect the information...

- Information provided by the local authority or government departments
- Information provided by other schools
- Information collected through data collection forms
- Information collected in the day to day activities of the school (such as taking registers or recording test scores)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Why do we collect and use this information

We use the pupil information...

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- to carry out research
- to comply with the law regarding data sharing

What is the lawful basis on which we use this information

Lawful Basis (Article 6)

When we collect and use your personal information we rely on one of the following...

- Consent: You or a legal representative have given consent.
- Legal obligation: it is necessary to meet a legal obligation
- Vital Interests : it is necessary to protect someone in an emergency
- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions

Special Category Data (Article 9)

When we collect special category personal information we rely on one of the following...

- Comply with a law
- Health and Social Care: We use it to deliver health or social care services including child safeguarding.
- Archiving, Research or Statistical Purposes: We use it for archiving, research, or statistical purposes

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.

How long is information stored for?

Personal data relating to pupils and their families is stored in line with the school's published Data Retention Policy.
In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who do we share information with and why?

We share pupils' data with the Department for Education (DfE) and Local Authority on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Where we share information with external service providers a risk assessment will be undertaken to ensure that they are compliant with data protection legislation and that we are confident that they will keep the data safe and process it in accordance with our policies.

We share data with several organisations in order to meet our requirements and carry out the essential work of the school. They are…

- schools that the pupil's attend after leaving us
- the local authority (Durham County Council)
- the Department for Education
- Health authorities
- Health and social welfare organisations
- Other local authorities
- Ofsted
- Police forces, courts, tribunals
- Capita Children Services (school management software)
- SchoolComms (Parent messaging and communication service)
- Kinetic Insight Ltd (Swimming management service. **For children attending swimming lessons*)
- 2 Simple Software (2 Build a Profile curriculum assessment software for EYFS)
- Speech Link Multimedia (Help with speech and language in the classroom)
- Sumdog Ltd

Additionally we use a number of external service providers to provide curriculum services that we think will benefit the school and the pupils. Parents will be given the opportunity to opt in to these services before any data is shared and a free to withdraw consent at any time. You can find more information about this in the published list of data service providers.

Some of the service providers that we use may process the data outside European Economic Area (EEA) however they are still subject to the same risk assessment procedure and we are confident that the information is safe. Where this is the case it is listed in our published list of data service providers.

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent

<u>The National Pupil Database (NPD)</u>

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

For more information about DfE's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

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

CCTV/Surveillance

We have a CCTV System installed outside of the school. This is in place for the purposes of monitoring building security and crime prevention and detection. The CCTV system is accessible by Senior Leadership, ICT Managers, Business Manager and Site Staff in the event of an incident or when an emergency school lockdown procedure is in place. Signs are displayed notifying you that CCTV is in operation. Images captured by CCTV will not be kept for longer than 14 days. However, on occasions there may be a need to keep images for longer if a crime is being investigated or in the event of safeguarding or child protection purposes.
We will only disclose images and audio to other authorised bodies who intend to use it for the purposes stated above. Images and audio will not be released to the media for entertainment purposes or placed on the internet for public viewing.
We operate CCTV and disclose in accordance with the codes of practice issued by the Information Commissioner.

How can you contact us or find more information?

For more information you can contact the school office or the data protection officer using the details below…

Data Protection Officer
Hunwick Primary School
Church Lane
Hunwick
Durham
DL15 0JX

Tel: 01388 602150
Email: dpo@hunwickprimaryschool.org.uk

We also have a web page with all of our data protection and privacy documents on. You can access this by visiting http://hunwickprimary.org.uk/privacy.

What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To exercise any of these rights please contact the school in the first instance.
You also have the right to request a copy of the personal information school holds about you. To do this, you contact the school.

To learn more about these rights please see the ICO website https://ico.org.uk/for-the-public/.

If something goes wrong with your personal information, or you have questions about how we use it, please contact the school.

If we have not been able to deal with your complaint, you can also contact the ICO
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510