

# Brookland Junior School

*'Be Kind, Be Respectful, Be the best you can be'*

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## Privacy Notice Policy



<b>Date:</b> October 2023	<b>Last reviewed:</b> May 2021
<b>Written by:</b> HCC – adopted by school	
<b>Approved by:</b> Governing Body	
<b>Next review due by:</b> October 2025	

## **Introduction**

Brookland Junior School collects and uses certain types of personal information about staff, pupils, parents and other individuals who come into contact with the school. The school may be required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding. The General Data Protection regulation (GDPR) applies to all data we hold, whether in hard copy or digital form. This policy sets out how as an organisation we comply with this regulation

As a Unicef Rights Respecting School the values are underpinned by the UNCRC in particular Article 16- the Right to Privacy- As duty bearers in school we must ensure that this right is upheld and only removed in exceptional circumstances such in the case of safeguarding a child from harm

### **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, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical and dietary needs data (such as ongoing and historical medical conditions, allergies and intolerances)
- Assessment and progress information
- Special Educational Needs
- Exclusions
- Photographic consent/withdrawal

### **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
- to comply with the law regarding data sharing
- to provide photographic evidence for internal use, recording learning but may also be used in publications and social media. Photographs may also be used on display boards which can be seen by visitors

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

We collect and use pupil information under article 6 of the GDPR, namely that our processing of data is 'necessary for the performance of a task carried out in the public interest' i.e. to function as a school. Consent is obtained from the data subjects Parent/Carer to process his or her personal data. Under Article 9 'Processing of Special categories of personal data' the GDPR extends the right of the school to process sensitive data to 'protect the vital interests of the data subject' covering our use of data in regards to areas such as, but not exclusively, safeguarding and child protection.

**Under the Education Act 1996 as a school we share information with the DfE regularly via our school census – this information can be found in the census guide documents on the following website <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 electronic pupil data for 3 years after the pupil has left and any hardcopy data until the time that a pupil leaves our setting.

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

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us - including in year admissions and secondary transfer
- Hertfordshire County Council (LA)
- Herts for Learning (School Improvement services formerly part of HCC)
- 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 our local authority (LA) and the Department for Education (DfE) under section 3 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>.

### **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>

### **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 The Data Protection Officer c/o Brookland Junior School

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 request 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/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the school office, by email [admin@brooklandjm.herts.sch.uk](mailto:admin@brooklandjm.herts.sch.uk) or on 01992624487 alternatively you can write to: Brookland Junior School Office, Elm Drive, Cheshunt, Herts EN9 0RX