

# Mengham Junior School Privacy Notice



## How we use pupil information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it. This privacy notice aims to provide you with this information. If it, or any information linked to it, is unclear, please contact the school office, or the school's Data Protection Officer, Mr Edward Harrison. Contact details for both are available at the end of this privacy notice.

We, Mengham Junior School, are the Data Controller for the purposes of data protection law.

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

- Personal information (such as name, unique pupil number, address and emergency contact details, parent's/carer's national insurance number)
- Characteristics (such as ethnicity, religion, 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 tracking, internal and external testing)
- Medical/Dietary Information (such as NHS information, NHS numbers, allergies)
- Court Orders (child access arrangements)
- Special Education needs information (such as EHCP's, applications for support, care or support plans, including use of EduKey)
- Exclusion and behavioural information
- Safeguarding (Home and Welfare) issues (including the use of CPOMS)
- Emailing electronic school newsletters, letters etc.
- Sharing with the Parent Teacher association (Friends of Mengham Junior School, FOMS) to help arrange unofficial school events, such as discos and fundraising activities
- Photographs
- Payment details

This list is not exhaustive, to access the current list of categories of information we process please see <http://menghamjunior.co.uk/about-the-school/school-policies>

## Why we collect and use this information

We use the pupil data:

- support pupil learning
- record, monitor and report on pupil progress
- provide appropriate pastoral care
- safeguarding and pupil welfare concerns
- administer admissions waiting lists
- assess the quality of our services

- inform you about events and other things happening in school
- comply with the law regarding data sharing
- respond in the event of an emergency
- ensure the safety of pupils whilst in our care

## The lawful basis on which we use this information

We collect and use pupil information under the Education Act 1996

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The lawful bases for processing are set out in Article 6 of the GDPR and for our pupil data the lawful basis is:

**Legal obligation:** data collected for DfE census information

**Vital interests:** the processing is necessary to protect someone's life, to keep children safe (food allergies, or medical conditions)

**Public task:** collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function

In addition, concerning any special category data: conditions a, b, c and d of GDPR - Article 9. For our pupil data the lawful basis is data relating to:

- racial or ethnic origin
- religion
- health

## 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.

Some of the methods we use to collect information regarding your children:

- School registration forms
- Admission form
- Home/School booklets
- Medication forms
- Common transfer files (CTFs) from other school
- Admission transfer files from Hampshire County Council
- Child Protection Plans
- Paper records from previous schools

## Storing pupil data

We hold pupil data securely for the set amount of time as per the Hampshire County Council retention schedule.

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority (Hampshire County Council)
- The Department for Education (DfE)
- Ofsted
- School nursing teams and other health care professional
- Virtual School for looked after children
- Special Needs and Health Professionals (school nurse, educational psychologist, speech and language, CAMHS, EMTAS)
- Emergency services
- School Photographer
- Cool Milk
- Online Library system

## 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 Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- [Section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) 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.

## 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 Mr E Harrison our Data Protection Officer on [adminoffice@mengham-jun.hants.sch.uk](mailto:adminoffice@mengham-jun.hants.sch.uk) or 023 9246 2162.

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
- a right to seek redress, either through the [Information Commissioner's Office \(ICO\)](#), or through the courts

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:

Mr E Harrison, our Data Protection Officer, on [adminoffice@mengham-jun.hants.sch.uk](mailto:adminoffice@mengham-jun.hants.sch.uk) or 023 9246 2162.