

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 give to pupils and parents for insight into how information about pupils is used in schools. If it, or any information linked to it, is unclear, please contact the school office, or the school's Data Protection Officer, Miss N Farrage. 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.

Why we collect and use personal information?

We use the pupil data:

- support pupil learning
- record, monitor and report on pupil progress
- to assess the quality of our services and how well our school is doing
- provide appropriate pastoral care
- safeguarding and pupil welfare concerns
- statistical forecasting and planning
- 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
- to comply with the law (including legal requirements to share data with the local authority and Department of Education)
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

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)
- Behavioural information (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>

Legal Basis for Processing

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting pupil information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

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 our local authority (LA) or the Department for Education (DfE) under regulation 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing 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/dfе-external-data-shares>

Requesting access to your personal data

Under the General Data Protection Regulation, 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 [schools to include contact details of their Data Protection Officer]

You also have the right, subject to some limitations 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 ICO or through the courts

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:

Miss N Farrage, our Data Protection Officer, on adminoffice@mengham-jun.hants.sch.uk or 023 9246 2162.

Updated: June 2020