

Mengham Junior School Privacy Notice



How we use children in need and children looked after 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)
- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information and Child in Need plans)
- Episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up-to-date, strengths and difficulties questionnaire scores and offending)
- Adoptions (such as dates of key court orders and decisions)
- Care leavers (such as their activity and what type of accommodation they have)
- 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 EHCPs, 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

Why we collect and use this information

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care
- record, monitor and report on pupil progress
- for safeguarding and pupil welfare concerns
- administer admissions waiting lists
- 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 process information about children in our care and children to whom we provide services 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 this information

Whilst the majority of (children looked after information) you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain 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 this information

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

Who we share this information with

We routinely share this 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 professionals
- 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 this information

Department for Education (DfE) - We share children in need and children looked after data with the Department on a statutory basis, under:

[Section 83 of 1989 Children's Act,](#)
[Section 7 of the Young People's Act 2008](#)
[Section 3 of The Education \(Information About Individual Pupils\) \(England\) Regulations 2013.](#)

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We do not share information about our children in need or children looked after 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 go to:

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

Children in need: <https://www.gov.uk/guidance/children-in-need-census>

School Census: <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 children in England. It provides invaluable information on the background and circumstances on a child's journey and 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 children to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (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, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact Mr E Harrison our Data Protection Officer on 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
- 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 Davies, our Data Protection Officer, on adminoffice@mengham-jun.hants.sch.uk or 023 9246 2162.