



## **Privacy Notice**

Updated February 2021

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

- Personal information – e.g. name, pupil date of birth and address
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Safeguarding forms
- CiN and CP information
- Crime Youth Prevention orders
- Behavioural information – e.g. number of temporary exclusions
- Post 16 learning information

### **Why we collect and use this information**

We collect the personal data of pupils and their families and use it for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To protect pupil welfare and carry out safeguarding activities
- To assist with Careers Education Guidance

### **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:

- Article 6 and Article 9 of the GDPR
  - Article 6(1)(e) – the 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.
  - Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.
- Education Act 1996
- Regulation 4 of the Education (Information About Individual Pupils) (England) Regulations 2013

## 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 pupil data until the subject reaches 25 years of age.

## Who we share pupil information with

We routinely share pupil information with:

- Mainstream schools who refer the pupil to Greenwood, or managed moves
- Schools that the pupil's attend after leaving Greenwood
- Parents & carers
- External agencies, such as: Police, YOT, Simon Says, Catch 22, Alternative Provision
- Our local authority
- The Department for Education (DfE)
- NHS and School Nurse
- Examination Boards

## 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 information with feeder schools when pupils are dual rolled.

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

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 pass information about our pupils to the Department for Education (DfE) under regulation 4 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>.

Youth support services

## Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

## 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 Headteacher or Data Protection Officer at Greenwood 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 Headteacher or the Data Protection Officer at Greenwood School, Tel: 02380 423827 or

[adminoffice@greenwood.hants.sch.uk](mailto:adminoffice@greenwood.hants.sch.uk)



### Declaration

I, \_\_\_\_\_, declare that I understand:

- Greenwood School has a legal and legitimate interest to collect and process my child's personal data in order to meet statutory requirements.
- How my child's data is used.
- Greenwood School may share my data with the DfE, and subsequently the LA.
- Greenwood School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Greenwood School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Parent/Carer Signature: .....

Date: .....

Name of child: .....

Relationship to child: .....

Please return page 5 to the school office and retain pages 1-4 for your reference.

Should you have any questions please do not hesitate to contact the Headteacher or Data Protection Officer at Greenwood School, on:

Tel: 02380 423827

Email: [adminoffice@greenwood.hants.sch.uk](mailto:adminoffice@greenwood.hants.sch.uk)