

## DATA PRIVACY NOTICE



# Hesketh with Beconsall All Saints CE Primary School Privacy Document

## 1. Your personal data – what is it?

Personal data relates to a natural living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") which comes into force on May 25th 2018.

## 2. Who are we?

Hesketh with Beconsall All Saints CE Primary School is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes.

## 3. How do we process your personal data?

Hesketh with Beconsall All Saints CE Primary School complies with its obligations under the "GDPR" by

- ✓ keeping personal data up to date;
- ✓ by storing and destroying it securely;
- ✓ by not collecting or retaining excessive amounts of data;
- ✓ by protecting personal data from loss, misuse, unauthorised access and disclosure
- ✓ and by ensuring that appropriate technical measures are in place to protect personal data.

## 4: What we use your personal data for

- ✓ To enable us to provide a responsible and safe school for the benefit of our children in a particular geographical area;
- ✓ To administer pupil assessments, progress and records;
- ✓ To manage our Staff, Pupils, Governors, employees and volunteers;
- ✓ To maintain our own accounts and records;
- ✓ To inform you of news, events, activities and services running at Hesketh with Beconsall All Saints CE Primary School;
- ✓ To share your contact details with the DFE and Local Authority so they can keep you informed, and statistical research activities and in which you may be interested.

## 5. What is the legal basis for processing your personal data?

- ✓ Explicit consent of the data subject so that we can keep you informed about school news, events, activities, process and keep you informed about school events;
- ✓ Processing is necessary for carrying out obligations under employment, social security or social protection law, or collective agreement;
- ✓ Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

## 6. Who we share pupil information with

We routinely share pupil information with:

- ✓ schools that the pupils attend after leaving us
- ✓ our local authority
- ✓ the Department for Education (DfE)
- ✓ the pupil's family and representatives
- ✓ educators and examining bodies
- ✓ Ofsted
- ✓ suppliers and service providers – to enable them to provide the service we have contracted them for
- ✓ financial organisations
- ✓ central and local government
- ✓ our auditors
- ✓ survey and research organisations
- ✓ health authorities
- ✓ Security organisations
- ✓ health and social welfare organisations
- ✓ professional advisers and consultants
- ✓ charities and voluntary organisations
- ✓ police forces, courts, tribunals
- ✓ professional bodies

## Why we regularly 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.

## Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) 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.

### **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 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>

## 7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide which is available from the DFE .

**Specifically**, we retain data while it is still current on;

- ✓ children's name address and unique identification number
- ✓ children's nationality
- ✓ telephone mobile numbers, addresses and email addresses of those with parental responsibility or emergency contacts
- ✓ attendance data
- ✓ behaviour data
- ✓ medical information
- ✓ special educational needs information
- ✓ behaviour needs information
- ✓ Pupil Premium Information (Free School Meals)
- ✓ transfer to next school
- ✓ Single Central Record and safeguarding data on all staff and Governors,

for up **to 6 years** after the calendar year to which they relate; and safeguarding and child protection information for **up to the age of 25** after which they are safely destroyed.

## 8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- ✓ The right to request a copy of your personal data which Hesketh with Becconsall All Saints CE Primary School holds about you;
- ✓ The right to request that Hesketh with Becconsall All Saints CE Primary School corrects any personal data if it is found to be inaccurate or out of date;
- ✓ The right to request your personal data is erased where it is no longer necessary for the Hesketh with Becconsall All Saints CE Primary School to retain such data;
- ✓ The right to withdraw your consent to the processing at any time;
- ✓ The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- ✓ The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- ✓ The right to object to the processing of personal data, this applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of educational research and statistics
- ✓ The right to lodge a complaint with the Information Commissioners Office.

## 9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer - Mrs Roebuck:

- [bursar@hesketh-with-beaconsall.lancs.sch.uk](mailto:bursar@hesketh-with-beaconsall.lancs.sch.uk)
- 01772 812630

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.