

Hillborough Junior School

Privacy Notice (How we use pupil information)

Hillborough Junior School is the data controller. We collect and use your data and that of your child. This notice explains what we collect, why and how we use it.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons, exclusion information)
- Assessment and attainment information, including special educational needs information and behaviour information, if relevant
- Safeguarding information, where necessary
- Medical information, where necessary
- Photographs
- CCTV

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with safeguarding obligations

The lawful basis on which we use this information

We collect and use pupil information under the lawful basis of public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest.

Some of the information we collect and use is provided with your consent and that is the lawful basis for us processing it. For example, your permission to process your child's data for school trips and for access to online providers of educational materials. We will make it clear where we are asking for your consent and why, and provide you with the opportunity to refuse to provide us with that information, explaining what the consequence of that will be.

Storing pupil data

We hold pupil data for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- online education providers
- support staff
- NHS
- School nurse
- Online payment providers (Tucasi)

Why we share pupil information

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) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We have signed up to “Luton Borough Council and Luton Schools Early Years and Education Services Information Sharing Agreement”. This is to facilitate sharing of personal and sensitive (special category) data between Luton Borough Council and Luton Schools. Data will be shared primarily via the Council’s IT system for Education called Early Years and Education Services (EYES). The information will be used as per current purposes to assess / support / provide statutory services / early help and intervention. The deployment of the EYES module within Liquidlogic will provide a single platform for Early Help, Social Care and Education Services enabling a ‘one family one view’ integrated platform.

We share other pupil data to ensure that they receive the most appropriate educational and pastoral support for their needs.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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