



## Privacy Notices:

### Pupil summary: What does this all mean?

So that we at Hall Green School can do the best job possible, we sometimes collect some of your personal information. This might be used within school, and sometimes might be used by other organisations who make products that schools use. We will always take steps to keep your information safe, and so will these other organisations. Whenever we need some extra information or need to use your information in a different way we will tell you beforehand and ask for permission from your parents. The rest of this notice explains the process in language more suitable for your parents.

### Information for parents and pupils on how information about pupils is used in educational settings

#### Why do we collect and use pupil information?

We collect and use pupil information under the submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

and includes a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR - from 25 May 2018.

We use the pupil data:

- to inform teaching and learning and support pupil progress/attainment
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to safeguard our pupils
- to assess the quality of our services
- to promote the school and create marketing materials
- to comply with the law regarding data sharing.

#### The categories of pupil information that we collect, hold and share include (but are not limited to):

- 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)

- Assessment information, both internal (e.g. tracking pupil progress) and external (e.g. examination results)
- Medical information (such as medical conditions, allergies, prescribed medication, G.P. details)
- Special/additional needs information
- Details regarding exclusions or behavioural data
- Choices and preferences regarding Post-16 destinations and beyond.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on an optional basis.

### **Storing pupil data**

Once pupils are no longer attending Hall Green School and have been removed from roll, pupil data will be held for a maximum of nine years. Article 5(e) of the GDPR states that data must be:

“kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals”

The Information Management Toolkit for Schools ([www.irms.org.uk](http://www.irms.org.uk)) advises that pupil reports, medical records and pupil performance records (pupil data) be retained until the pupil reaches the age of 25 years.

*(Academic portfolios or materials associated with the submission of pupil work to exam boards may be disposed of once Hall Green School feel it will not be requested in the case of a review of marking. We advise that anybody wishing to obtain pupil work makes the request within three months of receiving formal examination certification. After this period has expired, Hall Green School provide no guarantee that pupil work will be available as it may have been disposed of.)*

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools/colleges that pupils attend after leaving us (including reference requests)
- our Local Authority (LA)
- the Department for Education (DfE)
- Examination boards
- SIMS
- SISRA
- PiXL
- Fischer Family Trust (FFT)
- Parents' Evening Booking System
- GL Education Group
- Duke of Edinburgh Award
- ClassCharts software
- Grofar (Careers planning software)
- KUDOS (Careers planning and support software)

- ParentPay
- PSCconnect
- Chartwell's catering (school meals)

In some circumstances we will seek your consent to share some information with other, specific external agencies. In these cases you will be informed as part of the process.

### **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

### **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 are required to share information about our pupils with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

### **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**

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/carer 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. 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>

### **Learning Records Service (LRS)**

The school provides LRS with a pupil's personal details attached to their unique learner number (ULN). This number is issued to students in Year 9 and is the unique number that allows data and examination results to be passed on about pupils throughout their learning journey into Further Education and Higher Education.

### **Requesting access to your personal data**

Pupils, as data subjects, have a general right to access personal data held regarding them. To make a request for personal information held by the school or be given access to your child's educational record, contact Hall Green School or refer to the Freedom of Information policy. If you wish to access personal data held by organisation(s) we have shared data with, please contact Hall Green School and we will provide contact details for the relevant organisation(s). In order to fulfil their

legal responsibilities, said organisation(s) may seek proof of the requestor's identity and any further information required to locate the information requested.

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>

### **Use of CCTV**

For the protection of pupils and staff, and the prevention and/or detection of crime, the school is monitored by 24 hour CCTV. Images from this may be used according to the CCTV policy, a copy of which is available on the school website [www.hallgreen.bham.sch.uk/policies](http://www.hallgreen.bham.sch.uk/policies).

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

- Mr R Slattery (Assistant Headteacher: Transition and Progression).

*(Updated 19<sup>th</sup> June 2018)*