

Fair Privacy Notice Pupil information

17/05/2018 Version Number:01

A. Lamb

Review Date: 16/05/2018

Northern
House
School



What we need and why we need it?

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under relevant legislation and regulations including the Education Act 1996 and Children's Act 1989

The information we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion and any relevant medical & dietary information, first language and any other languages spoken/exposed at home.

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data Set, here:

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from the previous school/nursery and may also receive information from the Local Authority (LA) and the DfE.

Privacy Notices - Who we share it with

Effective and relevant information sharing between, parents, schools, LAs, NHS and the DfE is necessary to ensuring that all children are safe and receiving suitable education. These are listed below but not limited to:

1. Local Authorities and Department for Education

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social Services at the LA or to request education support services.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection law.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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. For more information on how this

sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) the DfE have provided pupil level data to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

2. NHS

We have contact with NHS staff, for example school nurses, and may receive communication from senior medical staff in relation to a pupil's medical condition, date of birth, name and contact details. More information about how the NHS uses and stores personal information can be found here <https://www.england.nhs.uk/ourwork/tsd/ig/>

3. Sleuth

Sleuth offers the flexibility needed in PRUs and special school settings to track behaviour and personal development. *Sleuth* adapts to reflect setting, pastoral policies, systems and language. More information on how *Sleuth* uses data can be found here <https://schoolsoftwarecompany.com/gdpr/>

4. Parentpay

We ask parents to use an on-line service, Parentpay, to pay for school meals, school trips, music tuition and other payments. We also use Parentpay to send out communication to all parents. Pupils' personal data such as name, date of birth, contact details together with parental email address will be shared with Parentpay to enable access to this service by parents. More information about how Parentpay uses and stores personal information can be found here <https://www.parentpay.com>

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6. Schools

We will also pass information about Pupils to their next school in order that the Educational record is maintained for a Pupil's entire school life.

How long we keep it

The information we collect, use and store about pupils and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the pupil's last known

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school, we will retain the information until the pupil is at least 25 years old; this ties in with the Limitation Act 1980.

Your rights

Data Protection law allows individuals to:

- ask the school for copies of the information we hold about them or their children.
- Have inaccurate or incomplete information about them corrected
- Have their information deleted where there is no compelling reason for its continued use
- Block or restrict processing of their information (This only applies to information we are not legally required to provide)
- Object to the processing of their information for particular purposes (This only applies to information we are not legally required to provide)

If you would like more information about this, please contact us at:

dataprotection@northernhouse.org.uk

Consent

We have collected consent to process information on photographs, website, extranet; please note, you have a right to withdraw consent at any time and can contact the school to do this.

Contact

For more information on the content of this Notice, how Northern House School Academy Trust complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact dataprotection@northernhouse.org.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO). <https://ico.org.uk>

For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them at the details below: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> Tel: 0370 000 2288

Contact form: <https://www.gov.uk/contact-dfe>