

# Hillside Primary School Privacy Notice for Pupils, Parents & Carers

## (How we use pupil and family information)

Under UK data protection requirements, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing 'privacy notices' (sometimes called 'fair processing notices') to inform individuals about how their personal data will be processed. This privacy notice explains how the school collects, stores and uses personal data about pupils and their families.

### Who processes your information?

Hillside Primary School is the data controller of the personal information provided. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Stan White is the Data Protection Officer (DPO). While the school remains responsible for data protection, the role of the DPO is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK data protection requirements. The DPO can be contacted via the school office on 01484 226834 or [office.hillside@kirkleeseducation.uk](mailto:office.hillside@kirkleeseducation.uk)

### 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, postcode deprivation index and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum age-related expectation levels and scores, levels and standardised age scores from paper-based and digital platforms)
- Relevant medical information (such as Individual Healthcare Plans and allergy lists)
- Special educational needs information (such as Education, Health and Care Plans, My Support Plans, Additional Needs Plans and reports from Educational Psychology, Specialist Provision Outreach and Speech and Language Therapy)
- Exclusions and other behavioural information (such as Support to Self-Regulate Plans, Behaviour Logs and reports from the Primary Pupil Referral Service)
- Safeguarding information (such as Child in Need and Child Protection Plans, Team around the Family Plans and Concern Forms)
- CCTV footage
- photographs

### Why we collect and use this information

We use the pupil data:

- to support pupil safety, health and well-being (including the provision of healthy meals)
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care and safeguarding
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure smooth and effective transition to new schools and next phases of education

### The lawful basis on which we use this information

We collect and use pupil information under the following lawful bases (Article 6 and Article 9 of the General Data Protection Regulations 2018) for collecting and using pupil information:-

1. **Consent:** the pupil/parent/carer has given clear and explicit consent for the School to process their personal data for the purposes noted above.
2. **Contract:** the processing is necessary under the terms of a contract with the parent/carer.
3. **Legal obligation:** the processing is necessary for the School to comply with the law (not including contractual obligations) e.g. the Education Act 1996.

### 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 create and maintain a file for each pupil. The information contained in this file is kept secure. Hard copies are kept in a cupboard in the administration office which is continuously manned during the day and locked at night. You are able to have access to your child's file to ensure that all information is up to date. We hold pupil data for such periods as is necessary and no longer. The schedule as to the different types of data and the periods for which we hold them are set out in the Appendix at the end of this notice.

### Who we share pupil information with

We routinely share pupil information with:

- **Other schools**  
If a pupil transfers from the School to another school, their academic records and other data that relates to their education, health and welfare will be forwarded onto the new school. This will support a smooth transition from one school to the next and ensure that the child is provided for as is necessary. It will aid continuation which should ensure that there is minimal impact on the child's academic progress as a result of the move.
- **Third-party processors (e.g. teaching/learning/assessment/data analysis organisations or applications and examination authorities)**  
To support assessment of children's well-being, attainment or needs and for registration purposes.
- **Health authorities**  
As obliged under health legislation, the school may pass on information regarding the health of children in the school.
- **Police and courts**  
If a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.
- **Social workers and support agencies**  
In order to protect or maintain the welfare of our pupils, and in cases of safeguarding concerns, it may be necessary to pass personal data on to social workers or support agencies.
- **The Local Authority and the Department for Education**  
Schools is required to pass data on in order to help local and national government monitor the national educational system and enforce laws relating to education.

### Why we share pupil information

We share this information for the same reasons as those detailed above under 'Why we collect and use this information' (e.g to support pupil's well-being, health, safety and attainment and to assess the quality of our services). 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 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 the Education Act 1996 and Regulation 5 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>.

## 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.

As noted above, 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. 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 Data Protection Officer at the school (currently Stan White) on 01484 226834 or [office.hillside@kirkleeseducation.uk](mailto:office.hillside@kirkleeseducation.uk).

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 Data Protection Officer at the school (currently Stan White) on 01484 226834 or [office.hillside@kirkleeseducation.uk](mailto:office.hillside@kirkleeseducation.uk).