



# **Harefield Infant School Privacy Notice**

***May 2018***

*Reviewed November 2018*

## **School Mission Statement**

We are here to provide the children of the Infant School the best possible start in life and a quality education.

## **Privacy Notice**

We process personal data relating to our pupils and their parents to ensure compliance with statutory obligations as laid out by the Department for Education (DfE).

We also process personal data relating to staff to fulfil legal obligations such as reporting to HM Revenue and Customs.

We receive this personal data from a variety of sources, including those with paternal authority, the local authority and the Department for Education (DfE).

Pupil Data is processed to:

- support pupils' learning
- monitor and report on progress
- provide appropriate secular and non-secular care
- assess the quality of our services.

Information about our pupils that we hold will include:

- name and date of birth
- contact details including details of those with parental responsibility
- national curriculum assessment details
- attendance information
- any exclusion information.

Staff data will include:

- name and date of birth
- contact details
- salary and grade information, including deductions and benefits
- qualifications
- bank details.

We also hold special categories of personal data including:

- ethnicity
- religious beliefs
- medical information.
- Concerns pertaining to Child Protection.

Any proposed changes to the processing of an individual's data shall first be notified to them, or to the person with parental authority in the case of a child.

We will not give information about a child or a member of staff to anyone without explicit, written consent unless the law allows us to.

We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE). 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.

Decisions on whether 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. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

If you need more information about how our local authority and/or the DfE collect and use your information, please visit:

- our local authority at [Hillingdon.gov.uk](http://Hillingdon.gov.uk)
- the DfE website at <https://www.gov.uk/government/organisations/department-for-education>.

### **Access to Information**

If you want to access a copy of the information about your child that we hold, please contact the school office.

### **Consent**

From time to time we need to seek permission from those with parental responsibility to carry out certain activities. This could include taking of photographs for a specific purpose. On each occasion, we will send out a consent form, with the name of the person to who it needs to be returned to clearly indicated.

We will retain copies of all consent forms received.

In the event that a consent form is not received we will assume that consent has not been given.

If a parent later decides to withdraw consent then they can do so by contacting the school office.

Further details can be found in our Consent Policy

Date of next review: May 2020