

## **Privacy Notice Policy at Hadrian School**

The General Data Protection Regulation (GDPR) will apply from 25th May 2018 and will affect the way that schools process people's personal data. The overall aim is to ensure that people's sensitive data is kept safe and secure.

Similar to the Data Protection Act (DPA) 1998 in many ways. The differences involve the GDPR building on or strengthening the principles of the DPA.

### **How we use pupil information, and why do we collect and use pupil information?**

We collect and use pupil information under Section 537A of the Education Act 1996, and Section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

#### **We use pupil data to:**

- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support you to decide what to do after you leave school?
- Support pupil learning.

#### **Categories of pupil information that we collect, hold and share include:**

- Personal information ( name, unique pupil number and contact details)
- Characteristics ( ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (sessions attended, number of absences and absence reasons)
- Assessment results
- Special Educational Needs information
- Information from Social Care
- Information from Health.

**Note: we do not share any personal data for marketing purposes.**

### **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.

## **Storing pupil information**

Hadrian School keep information about you and your child on computer systems and also sometimes on paper. All paper records of your child's information is stored securely. Any electronic information is secured on our computer systems protected by security software. Hadrian School staff are trained to safely handle sensitive information and to ensure it complies with GDPR Guidelines.

We hold your child's education records securely until they move school. Records will then be transferred to their new school

There are strict controls on who can access your information. We will not share any data if you have advised us that you do not want it shared unless it is the only way we can make sure your child stays safe and healthy or we are legally required to do so.

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

**We routinely share pupil information with:**

- Schools that the pupils attend after leaving us
- Local Authority - Newcastle City Council and their commissioned providers of Local Authority Services
- The Department for Education (DfE)
- National Health Service (Physio's, Speech Therapists, Education Psychologists, Occupational Therapists, Nursing Team)
- Social Care
- Third party service providers (Sensory Therapists, professional coaches that may be working with the children etc.)
- The Police

All information is transferred securely in electronic form. Any paper records are handed over in person, or sent via Recorded Delivery.

## **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 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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **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 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
- Procedures 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>

### **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 David Palmer – School Business Manager or Chris Rollings - Head Teacher.

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

### **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/>

Further information can be found on our website about our Data Protection Policy and our E –Safety Policy.

### **Contact Information for any queries**

To request a copy of the information Hadrian School shares about you with the DfE please contact the School Office.

### **If you would like to discuss any part of this Privacy Notice, please contact:**

David Palmer (School Business Manager) or Chris Rollings (Head Teacher).

**Confirmation that the Privacy Notice Policy in respect of Hadrian School has been discussed by the Governing Body:**

**Signed by:**

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed at the Governing Body Meeting on: \_\_\_\_\_

Minute Reference: \_\_\_\_\_