



# Alexander Hosea Primary School

'Roots to grow, wings to fly'

## Privacy Notice (How we use pupil information)

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### ***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 and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information

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

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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 hold pupil data for the time specified in the school's data retention policy.

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

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse
- Teachers2Parents (provider of our text messaging service, our email service and our online parents evening booking service)

## **Connecting Care**

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

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If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit

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The information shared by the school with CHIS includes:

- School assigned ID and/or NHS number
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The CHIS is commissioned by NHS England on behalf of Public Health England and the service is provided by Health Intelligence Ltd. If you require further information about the CHIS, how it works and how information is shared and protected, please visit: <http://www.swchis.co.uk>

### ***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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### ***Data collection requirements:***

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### ***The National Pupil Database (NPD)***

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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;
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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;
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You also have the right to:

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This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

<b>Author</b>	Allison Hall	<b>Date Reviewed</b>	17 <sup>th</sup> Sept 2018
<b>Position</b>	SBM	<b>Date Ratified</b>	27 <sup>th</sup> Sept 2018 (by FGB)
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<b>Version</b>	Final	<b>Reviewing Committee</b>	Finance and Staffing



# Alexander Hosea Primary School

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- Personal information (such as name, unique pupil number and address)
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### ***Why we collect and use pupil information?***

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

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<b>Author</b>	Allison Hall	<b>Date Reviewed</b>	17 <sup>th</sup> Sept 2018
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