



## **Privacy Notice (How we use pupil and parents/carers information) – Highfield C of E Primary School**

### **The categories of pupil and parents/carers information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, date of birth, National Insurance number, email address, copy passports or birth certificates)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking, details of professional involvement, Education Health Care Plans)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements and Individual Health Care Plans)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Early Years Foundation Stage, Phonics, Key Stage 1 and 2 results and internal assessment data)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs of school learning and events, videos including trips and activities
- catering and free school meal management

This list is not exhaustive.

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

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning;
- b) to monitor and report on pupil attainment progress;
- c) to assess pupils;
- d) to provide appropriate pastoral care;
- e) to assess the quality of our services
- f) to protect pupil welfare, including protecting health and taking action to enable children to have the best outcomes
- g) to carry our safeguarding activities and duties;
- h) to comply with the law regarding data sharing;
- i) to meet the statutory duties placed upon us by the Department for Education

Under the UK General Data Protection Regulation (the GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of a,b, c and d in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of e in accordance with the legal basis of Vital interest: to keep children safe (food allergies or medical conditions)
- for the purposes of f in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - the Education Act 1996 s29(3)
  - the Education (School Performance Information) (England) Regulations 2007
  - regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

List of statutory requirements which identify the legal basis used in this Policy are:

- To create and maintain an admission register under the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.
- To provide appropriate pastoral care (Keeping Children Safe in Education 2018).
- To co-operate with Southampton City Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. Working Together to Safeguard Children (2018)
- To share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. Working Together to Safeguard Children (2018)
- To create a Common Transfer File when a child ceases to be registered at a school. In accordance with the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument and subsequent amendments in The Education (Pupil Information) (England) (Amendment) 2008.
- To provide information via statutory census or data collection returns to the DfE.
- To send pupil information to Southampton City Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under data protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.
- To comply with the statutory requirements of the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, notifying Southampton City Council if a child leaves the school and providing forwarding details.
- To provide attendance information to Southampton City Council so that it's duties under the Anti-Social Behaviour Act 2003, Section 444 of the Education Act 1996 and Section 36 of the Children Act 1989 (Education Supervision Orders) can be met.
- To provide exclusion information to Southampton City Council so that its duty Under Section 19

of the Education Act 1996 can be met.

- To meet our duty to provide information about any exclusions within the last 12 months to the Secretary of State and (in the case of maintained schools and PRUs) the local authority, in accordance with The Education (Information About Individual Pupils) (England) Regulations 2006.

## Collecting pupil information

We collect pupil information via registration forms at the start of each academic year or application forms for in year waiting lists. This application form also includes parent contact information for the purpose of Admissions. The Local Authority Admissions team transfer information regarding requests for admission securely to the school via the Anycomms secure transfer system. Inter school transfers are managed by files being sent from school to school securely via secure file transfer.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and where you have a choice, we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule (adopted from Southampton City Council's Schedule). For more information on our data retention schedule please visit: [www.southampton.gov.ukhttps://www.southampton.gov.uk/media/4fypjryh/rrrs-version-14-005-10-01-2024.pdf](https://www.southampton.gov.uk/media/4fypjryh/rrrs-version-14-005-10-01-2024.pdf)

## Who we share pupil information with

We routinely share pupil information with:

- schools
- local authorities
- the Department for Education (DfE)
- school nurse
- NHS
- The Children's Resource Service
- Our regulator, OFSTED
- Police Forces
- External providers of Educational Services who are contracted by the school

## Why we regularly share pupil information

We regularly share data for the purposes listed above.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)

- the Education (School Performance Information) (England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department for Education

The law allows the DfE to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the DfE's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the DfE has provided pupil information to, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police

please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

## 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>

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under the GDPR, 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 Lesley Mantle, School Business Manager, via the school number 02380555793 or by email [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk)

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- to restrict our processing of your personal ie permitting storage but no further processing
- 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.
- a right to seek redress, either through the ICO, or through the courts

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/>.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in January 2024.

## Contact

If you would like to discuss anything in this privacy notice, please contact the school Headteacher, Rosie Walford or the School Business Manager, Lesley Mantle via [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk)

## Do we use any data processors?

Data processors are third parties who provide certain parts of our services for us. We have contracts in place with them and they cannot do anything with your personal information unless we have instructed them to do so. Our current data processors for our main services are listed below:

Data Processor	Purpose	Notice
ESS Sims	Information management system holding pupil, parent and associated contact detail	<a href="#">Privacy Notice   Education Software Solutions</a>
Microsoft	General correspondence and document production. Includes email and video conferencing	<a href="https://privacy.microsoft.com/en-gb/privacystatement">https://privacy.microsoft.com/en-gb/privacystatement</a>
Iris - Parentmail	Email, texting messages to parents/staff	<a href="https://pmx.parentmail.co.uk/resources/terms-and-conditions/privacy-policy.pdf">https://pmx.parentmail.co.uk/resources/terms-and-conditions/privacy-policy.pdf</a>
SCO pay	Processing payments from parents for trips, dinners, events and parents evening appointments	<a href="#">Privacy policy (scopay.com)</a>
Google	Email, document, calendars, video conferencing.	<a href="#">Privacy Policy – Privacy &amp; Terms – Google</a>
Showbie	Class communication of lessons remotely	<a href="https://www.showbie.com/privacy/">https://www.showbie.com/privacy/</a>
CPOMs	Used for monitoring and reporting Safeguarding, wellbeing and all pastoral issues	<a href="#">CPOMS – Privacy Statement -4 – CPOMS</a>
Inventry	Electronic sign in/out system	<a href="#">InVentry   Privacy Notice - Education</a>
Harrap ICT	IT support and provider of secure network backup	<a href="#">Privacy Policy – Harrap ICT</a>
Wonde	Secure portal utilised to transfer data to the DFE and SCO Pay	<a href="https://www.wonde.com/privacy-policy/">https://www.wonde.com/privacy-policy/</a>

## **International Transfers**

The school engages data processors, who may store personal data outside of the UK. These include the school's use of Google Classroom, and other systems to facilitate remote access and learning.