

HIGHFIELD PRIMARY SCHOOL PRIVACY NOTICE

How we collect and use information

We must make sure that information we collect and use about pupils, parents, governors and staff (including voluntary) is in line with the GDPR (General Data Protection Regulation) and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 (DPA2018), the United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the aforementioned legislation. Where data is processed by a controller or processor established in the European Union or comprises the data of people in the European Union, it also includes the EU General Data Protection Regulation (EU GDPR). This includes any replacement legislation coming into effect from time to time.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is known as 'lawful basis' and is recognised in law as it is necessary to process the information.

Processing is necessary:

- for the performance of a contract between the school and the individual who's information is processed
- for compliance with a legal obligation
- for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school

Why we share information

We do not share information with anyone without consent unless the law and our policies allow us to do so.

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

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care. Where a child is at risk, we have a duty to share the information we hold with these agencies.

Who do we share information with?

We routinely share information with:

- schools that the pupil's or staff attend after leaving us
- our local authority, Leeds
- the Department for Education (DfE)

We also share information about pupils who may need or have an Education Health and Care Plan. Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school. Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

In school we also use various third-party tools to make sure that pupils' best interests are advanced. This includes financial software to manage school budgets, which may include some pupil data. We use third-party systems to take electronic payments for school activities and meals. The school seeks assurances from third-party providers that they comply with GDPR and Data Protection regulations.

What type of data is collected?

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual school's effectiveness.

The categories of information that the school collects, holds and shares include the following:

- Personal information – e.g. names, addresses (including e-mail) and contact details, unique reference numbers
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND and health and medical needs

- Behavioural information – e.g. number of temporary exclusions

Storing pupil data

We hold data for varying periods of time, dependent on the nature of the data. Our retention periods are detailed in the Information Management Toolkit for Schools, produced by the Information and Records Management Society. A copy of the toolkit can be viewed by going to <http://irms.org.uk/page/SchoolsToolkit>

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.

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
- the arrangements in place to store and handle the data
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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. Subject access request (SAR)

Under data protection legislation, parents, staff and governors have the right to request access to information about them that we hold. To make a request (SAR) for your personal information, or be given access to your child's educational record, contact the Headteacher in writing at Highfield. School will respond to SAR requests within 30 working days.

You also have the right to:

- Withdraw consent for the processing of data provided it is not a statutory duty of the school to retain the data
- Have your data deleted provided it is not a statutory duty of the school to retain the data
- Have inaccurate data rectified

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/>

Cookie policy

Whenever you access our website or mobile site information may be collected through the use of cookies and similar technologies.

By using the website or mobile site you agree to the use of cookies as described in the policy.

What are cookies?

Cookies are small text files which a website may put on your computer when you visit to enhance your user experience.

Cookies serve a variety of functions. Some help a website remember your username and password. They can help a website remember your personalised user preferences. It is how virtual shopping carts remember what you have put in them. Other cookies track which pages you visit, so the website can make improvements based on what its visitors like and dislike.

What cookies we use and why

Essential cookies

These cookies are strictly necessary to for the website to function. Without these cookies, certain aspects of the site wouldn't work.

Google Analytics

In order to keep the site relevant and interesting to visitors, we use Google Analytics to track how people use the site. This includes how they came to the site, how they behave on the site, what browser they are using to access the site and what country they are accessing the site from. This information allows us to improve the site content based on what's popular and what's not, creating a better user experience.

These cookies do not communicate any personal information that could identify you in the real world, such as your name, address or email address. They purely track how the site is used.

Social cookies

'Share' buttons and social media widgets on the site allow you to stay in touch with us across easily a number of popular social networks. These sites may set a cookie when you are also logged in to their service.

We sometimes use YouTube, Facebook, Twitter, Instagram, WhatsApp, Blogger and Vimeo on site to provide links to useful videos. YouTube and Vimeo will also set cookies to determine video views and provide them with analytics information. They will not store anything personally identifiable.

We do not control the use of these cookies and you should check with the relevant third party website for more information.

Turning off cookies

Most browsers accept cookies automatically, but you can alter the settings of your browser to erase cookies or prevent automatic acceptance of cookies. Generally, you have the option to accept all cookies, be notified when a cookie is issued or reject all cookies.

We strongly recommend you keep all cookies on the website enabled to ensure the site functions correctly and to deliver a richer, more satisfying user experience.

However, if you do wish to alter your browser settings and disable some or all cookies, the links below will provide you with the information needed to do so.

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You can disable third-party advertising cookies by visiting the Internet Advertising Bureau's consumer advice site [here](#).

We are unable to disable our email analytics software. However, you can click unsubscribe in the next email we send or contact us to ask us to remove you from our mailing list.

For more information about cookies, please click [here](#).

If you require more information about our use of cookies and tracking software, please [contact us](#).

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Pat Singh, School business manager, who will be happy to assist you.
- The school's Data Protection Officer role is provided by

The DPO Centre Ltd., 50 Liverpool Street, London EC2M 7PY

Advice Line number 0203 797 6340