



GDPR privacy notice for pupils and their families

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and their families**.

Who processes your information?

Hethersett Woodside Infant and Nursery School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. **Samantha Goreham** acts as a representative for the school with regard to its data controller responsibilities; they can be contacted via the school phone number **01603 810674** or office@hethersettwoodside.norfolk.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Hethersett Woodside Infant and Nursery School upholds are imposed on the processor.

As a Public Authority we are required to have a data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. We have outsourced this role to **Stuart Lee** from **Data Protection Education**. The data protection officer can be contacted via dpo@dataprotection.education.

Why do we collect and use your information?

Hethersett Woodside Infant and Nursery School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- **To support pupil learning**
- **To monitor and report on pupil progress**
- **To provide appropriate pastoral care**
- **To protect pupil welfare and follow safeguarding procedures**
- **To assess the quality of our service**
- **To comply with the law regarding data sharing**
- **To administer admissions waiting lists**

What is our legal basis for using this data?

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- **We need to comply with a legal obligation**
- **We need to perform an official task in the public interest**

Less commonly, we may also process pupils' personal data in situations where:

- **We have obtained consent to use it in a certain way**
- **We need to protect the individual's vital interests (or someone else's interests)**

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following, but is not restricted to:

- **Personal information – e.g. names, date of birth, unique pupil numbers and contact details**
- **Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility**
- **Attendance information – e.g. number of sessions attended, number of absences and absence reasons**

- **Assessment information – e.g. teacher assessment, statutory assessment results (end of EYFS and Key Stage 1, Phonics Test)**
- **Curricular information**
- **Relevant medical information – e.g. any medical conditions including physical and mental health**
- **Information relating to SEND**
- **Behavioural information – e.g. incidents that have occurred, number of temporary exclusions**
- **Safeguarding information**
- **Details of any support received – e.g. care packages, plans and support provided**
- **Photographs**

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Where personal data is kept beyond their attendance at Hethersett Woodside Infant and Nursery School, it is only done so in order to comply with our legal obligations.

Personal data relating to pupils at Hethersett Woodside Infant and Nursery School and their families is stored in line with the school's **GDPR Data Protection Policy**.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Hethersett Woodside Infant and Nursery School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. For more information, see the Department’s web page on ‘how is collects and shares research data’. You can also contact the **Department for Education** with any further questions about the NDP.

Hethersett Woodside Infant and Nursery School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils’ information with:

- **The Local Authority (Norfolk County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions**
- **The Department for Education, including school census and Early Years census**
- **The pupil’s family and representatives**
- **Our regulator, e.g. Ofsted**
- **Central and local government, e.g. statutory returns**
- **Our auditors, e.g. number of pupils eligible for Free School Meals**
- **Survey and research organisations (anonymised data)**
- **Fischer Family Trust**
- **Suppliers and service providers – to enable them to provide the services we have contracted them for:**
 - **Pupil Asset (MIS)**
 - **Norse**
 - **Breakfast and After School club**
 - **Thrive**
 - **Evolve**
 - **Schools Sport Partnership**
 - **Community Sport Foundation**
 - **Set You Sights**
 - **School Photographer**
- **The NHS**
- **Health authorities, e.g. safeguarding concerns**
- **Health and social welfare organisations, e.g. safeguarding concerns**
- **Professional advisers and consultants, e.g. safeguarding concerns**
- **Charities and voluntary organisations, e.g. when making bids for grants or applying for funding for subsidising school trips**
- **Police forces, courts, tribunals, e.g. a legal requirement**
- **Pupils’ destinations upon leaving the school**

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Hethersett Woodside Infant and Nursery School uses your personal data.
- Request access to the personal data that Hethersett Woodside Infant and Nursery School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Subject Access Request

Individuals have a right to make a **subject access request** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact our Data Protection Officer.

Complaints

We take any complaint about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO).

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113, Monday-Friday 9am-5pm
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Where can you find out more information?

If you have any questions, concerns or would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.hethersettwoodside.org.uk to download our **GDPR Data Protection Policy** or contact our Data Protection Officer.

Declaration

I, _____, declare that I understand:

- Hethersett Woodside Infant and Nursery School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Hethersett Woodside Infant and Nursery School may share my data with the DfE, and subsequently the LA.
- Hethersett Woodside Infant and Nursery School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Hethersett Woodside Infant and Nursery School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's **GDPR Data Protection Policy**.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____