



## **Squirrels Heath Junior School Privacy Notice for Parents / Carers**

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.

We, Squirrels Heath Junior School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officers are responsible for monitoring compliance with current data protection law. (see 'Contact us' below).

### **Personal data that we may collect, use, store and share (when appropriate) about pupils includes:**

- Contact details, contact preferences, date of birth, identification documents and addresses
- Characteristics, such as ethnicity, language and eligibility for free school meals
- Attendance Information
- Assessment information
- Pupil and curricular records
- Special Educational Needs information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Behavioural information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

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

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral and medical care
- Protect pupil welfare
- Assess the quality of our services
- Process admissions
- Comply with the law regarding data sharing

## **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 it 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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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.

## **Collecting this 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.

## **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The DfE Data Protection document - a toolkit for schools, Annex 5.1, sets out how long we keep information about pupils.

<https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

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

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- Schools that pupils attend after leaving us
- The Department for Education to allow us to complete our public tasks such as completing the school census and submitting statutory assessment data.
- The pupil's family and representatives to meet our legal obligation or where it is in the legitimate interest of the pupil.
- Our regulator, Ofsted to meet our legal obligation to share certain information.
- Suppliers and service providers to enable them to provide the service we have contracted them for.
- Financial organisations where this is a public task or in the legitimate interests of the school, such as sQuid.
- Health authorities and professionals where it is deemed that they have a legitimate interest or a vital interest which will benefit pupils, such as sharing medical information about a pupil in order to produce a health care plan.
- Police forces, courts and tribunals as well as health and social welfare organisations to meet our legal obligations to share certain information with them, such as safeguarding concerns

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

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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 Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and pupils' rights regarding personal data**

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.

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 return the written request form to Mrs Mary Shipton, Headteacher, via the school office. Please note that during the annual summer school holiday the office will be closed. Therefore, we will not be able to respond to your request within 30 days.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints 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 our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Compliance Officer, Mrs Drewett, via e-mail [office@shj.havering.sch.uk](mailto:office@shj.havering.sch.uk)**

**To contact our Data Protection Officers, Tracey Walker and Sue Randlesome, please e-mail [DPO@shj.havering.sch.uk](mailto:DPO@shj.havering.sch.uk)**

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*