



FAIR PROCESSING & PRIVACY NOTICE

Horniman Primary School

Data Protection Officer, c/o Horniman Drive, Forest Hill, London, SE23 3BP

schoolsdpo@lewisham.gov.uk 020 8314 8183

This Fair Processing and Privacy Notice gives parents/legal guardians insight in to how information about pupils is used. It is vital that we hold correct information for you and your child at school. We will send out a data sheet each September for you to check and update your information. Please check it carefully and inform us of any updates. During term time you should notify the office of any changes using our 'Change of Details' form or emailing admin@horniman.lewisham.gov.uk.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Emergency contact information (such as parents'/carers' name, address and contact details)
- Safeguarding information (including special guardianship and court orders)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical and dietary information, including on-site accident information and data
- Special educational needs information
- Exclusions / behavioural information

Why we collect and use this information

We use 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 Article 6, (1) e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

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

Horniman Primary School keeps information about pupils on computer systems and also on paper. We hold pupil records securely and retain them from the date of birth until the age of 25, after which they are safely destroyed. There are strict controls on who can see pupil information. We will not share data if you advise us that you do not want it shared unless it is the only way we can make sure the pupil stays safe and healthy or we are legally required to do so.

Who we share pupil information with

We routinely share pupil information with:

- Schools/ academy chains/ federations or Multi Academy Trusts (MATs) that the pupil attends after leaving us
- Our local authority, London Borough of Lewisham
- The Department for Education (DfE)
- London Grid for Learning (Broadband and Digital Services Provider)
- SEN Referral Units/Services (where applicable)
- Behaviour Referral Units/Services (where applicable)
- School nurses and other NHS services (where applicable)
- Management Information System provider (ScholarPack)
- Communications system provider (ScholarPack)
- Payment facility provider (ParentMail)
- School photography provider (Vacols)
- Other computer licence providers used for delivery of the curriculum (DB Primary; Mathletics etc.)
- Police and Social Services (where applicable)

- UK Visas and Immigration/the Home Office (where applicable)

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:

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (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 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-userguide-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 DfE 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 the 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
- The arrangements in place to store and handle the data

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: <https://www.gov.uk/governmentn/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents/legal guardians 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 Data Protection Officer, c/o Horniman Drive, Forest Hill, London, SE23 3BP, schoolsdpo@lewisham.gov.uk 020 8314 8183. Alternatively you can contact the Headteacher at the address above.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

Data Protection Officer, c/o Horniman Drive, Forest Hill, London, SE23 3BP,
schoolsdpo@lewisham.gov.uk 020 8314 8183

or

Julie Loffstadt, Headteacher

Horniman Drive, Forest Hill, London, SE23 3BP