



Heelands School

Privacy Notice

How we use pupil information

As a maintained school we collect and use pupil information under section 537A of the Education Act 1996 and section 83 of the Children Act 1989, to comply with Articles 6 and 9 of the General Data protection Regulation (GDPR).

The categories of pupil information that we process include:

- personal information (such as name, unique pupil number, contact details and address)
- personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFS, phonics and Key Stage 1 data)
- behavioural information (such as exclusions and any alternative provision)

Why we collect and use pupil information

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, emergency contacts, safeguarding)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are in accordance with the legal basis of GDPR Article 6 1c, 1d 1e. In addition, concerning any special category data, conditions 2c of Article 9 <https://gdpr-info.eu/art-9-gdpr/>

How we collect pupil information

Pupil data is essential for the schools' operational use and we collect pupil information via registration forms when your child first starts school or via Common Transfer File (CTF) transfer from any previous school.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain pupil information or if you have a choice in this.

How we store pupil data



We hold pupil data in both electronic and paper form and keep it securely for the set amount of time shown in our data retention schedule. Further information can be found in our data retention document.

Who we share pupil information with

We share pupil information routinely with:	Lawful bases	Method of transfer
schools that pupils attend after leaving us	GDPR Article 6, 1c	Secure electronic transfer Personal hand-over of paper documents
our local authority	GDPR Article 6, 1c	Secure electronic transfer
the Department for Education (DfE)	GDPR Article 6,1c,1e	Secure electronic transfer
the school nurse (NHS)	GDPR Article 9, 2c	Secure email Personal hand-over of paper documents
Essence catering company	GDPR Article 9, 2e	Personal hand-over of paper documents

Why we regularly share pupil information

All pupil data that we hold is passed on to their next school to support their transition and to comply with statutory legislation. 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 do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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 3 of The Education (Information About Individual Pupils) (England) 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)



Data collection requirements

To find out more about the data collection requirements placed on us by the 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)

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

The law allows the Department 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 Department'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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (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/dfe-external-data-shares>

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

Requesting access to your personal data

Under data protection legislation, 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 the Headteacher.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact the school in the first instance: office@heelands.milton-keynes.sch.uk

Our Independent Data Protection Officer is Ian Hoare: lass.DPO@theictservice.org.uk