



Hardenhuish School

Privacy Notice for Pupils

This letter might be difficult for you to understand. You can ask your parents to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’

Who we are

You already know that your school is called Hardenhuish School and that it is part of the Academy Trust called Hardenhuish School Ltd but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

If you want to contact us about your personal information, you can contact the Headteacher via your pastoral manager or you can leave a letter at reception or email admin@hardenhuish.wilts.sch.uk. Alternatively you can contact our Data Protection Officer, i-west, at i-west@bathnes.gov.uk.

Information we hold

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

- Personal information such as name, unique pupil number, contact details and address;
- Characteristics such as ethnicity, language and nationality;
- Safeguarding information such as court orders and professional involvement;
- Special Education needs information such as the type and level of need;
- Medical information such as details of your doctor, your health, allergies, medication and dietary requirements;
- Attendance information such as sessions attended, number of absences and reasons for absence;
- Your educational record including assessment and attainment information;
- Your behaviour record including details of any exclusions and any relevant alternative provision which has been put in place for you;
- Information about free school meal and pupil premium eligibility;
- Photographs of you. We provide more details about photographs in our photograph policy.

Why we collect and use this information

Hardenhuish School collects and holds personal information relating to our pupils received from pupils and their parents as well as from their previous school (usually via secure file transfer), local authority and/or the Department for Education (DfE). We use this personal data to:

- support your learning;

- monitor and report on your progress;
- provide appropriate care for you and keep you safe;
- assess the quality of our services; and
- comply with the statutory duties placed on us by DfE data collections.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The lawful basis on which we use this information

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- it is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent, then we will explain to you what we want to do and ask you for consent. This is most likely to be when we are involved in activities which are not really part of our job as a school but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking, then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you/your parents to provide it and whether there is a legal requirement on the school to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

Who we share pupil information with

Hardenhuish School routinely shares pupil information with organisations such as:

- Your new school if you move schools
- The local authority
- The Department for Education (DfE)
- Professionals connected with SEN support – e.g. non-LA professionals such as Educational Psychologists, GP, Speech and Language Specialists, etc.]
- School Nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- MASH (Multi Agency Safeguarding Hub (if necessary))

The information disclosed to these people/services will include sensitive personal information about you. Usually this means information about your health and any special needs or disabilities which you have. We do this because these people need the information so they can support you. Occasionally for the same reason we will share the information with other relevant organisations who can support you.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Wiltshire Council as they have responsibilities in relation to the education and training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Wiltshire Council by informing the Headteacher. This right is transferred to the child once he/she reaches the age of 16.

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information that we hold about you, please contact the Headteacher via your pastoral manager.

We are required by law (under regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may in turn then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them with other people or organisations. This will only take place where the law, including the law about data protection, allows it.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE 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 DfE. 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. 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 DfE 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 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

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>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent, then we will ask before a disclosure is made.

It is in your interests for your personal information to be passed to these people or services. If we need consent to pass on your information, we will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it, but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

For the purposes of your education, the also school employs some third party organisations to assist with and promote your learning. Some of your basic personal details are shared with these organisations. These organisations include but are not limited to:

- Wisepay for processing payments for trips, meals, revision books, etc.
- Capita which is an organisation which provides the school's information management systems
- Show my Homework
- SAM Learning
- GCSE Pod
- My Maths
- Tempest photography
- The press/media but only where you or your parents have given consent

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called

a Records Retention Policy and you can ask for a copy at reception.

Your rights

Under data protection legislation you have these rights:

- You can ask us for a copy of the information we have about you;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy. This policy is available on the school website or you can ask for a copy at Reception.

If you have a concern about the way we are collecting or using your personal information, please raise your concern with us in the first instance by contacting the Headteacher via your pastoral manager. If you are not happy with our answer, you can contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Contact

If you would like to discuss anything in this privacy notice, please contact the Business Manager via your Pastoral Manager.