



Hollinsclough CE (VA) Academy

General Data Protection Regulation (GDPR)

Data Protection Act 2018

Privacy Notice 2018

How we use children and young person's information

The following text describes why and how we share the data we hold regarding pupils, what we use this data for and why it is shared with other bodies.

The categories of the information that we collect, process, hold and share include;

- personal information (such as name, unique pupil number and address)
- attendance
- academic development and outcomes
- behaviour
- educational choice, i.e. Flexi-schooled or full-time
- characteristics (such as ethnicity, language, free school meal eligibility, known health conditions or disability (mental or physical) etc.

Why we collect and use this information

We use children and young person's data to:

- enable us to carry out specific functions for which we are responsible
- derive statistics which inform decisions such as the funding/budget setting of the school or to allow our MAT Trustees/the Education Skills Funding Agency (ESFA) to do so on our behalf
- assess performance and to set targets for **schools**

The lawful basis on which we use this information

We collect and use this information under the lawful basis for the processing children and young person's information for general purposes as described in **Article 6 / Lawful Basis for Processing (e) Public task** the processing of the information is necessary for the academy to perform its task as a statutory function.

Further to Article 6 we also process data under **Article 9 / Special Category condition (j)**. The processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1). This processing shall be proportionate to the aim pursued, and respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; e.g. the data collection purposes of the DfE through censuses). <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

While the majority of children and young person's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold children and young person's data for 7 years / 25 years for children with an Education, Health, and Care Plan (EHCP former Statement of Educational or Additional Need)

Who we share this information with

We routinely share children and young person's information with:

- **The Department for Education (DfE)** - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- **youth support services** – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds
- **NHS, training providers and related support services**. This information is provided under parts 1 and 2 of the Education and Skills Act 2008, relating to education institutions and other public bodies (including the Department for Education (DfE), Police, Probation and Health services). They may also pass on information to us to help us to support these provisions

Education and training

We hold information about children who attend or have attended Hollinsclough CE (VA) Primary School and since academy conversion in September 2015 Hollinsclough CE (VA) Academy.

The information we hold will include both current and historical data relating to their involvement, activities and achievements while attending our provision. Also, this information will include content transferred to us if they have attended other education settings. This is to support children with the provision of education services up to the age of 20 (and beyond this age for those with a special educational need or disability).

Under parts 1 and 2 of the Education and Skills Act 2008, education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to support these provisions.

Why we share this information

We share children and young person's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We do not share information about children and young people without consent unless the law and our policies allow/require us to do so.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (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 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.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The legislation that requires this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-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 Department 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 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>

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 to be given access to your child's educational record held by our academy please write to our **Principal** (Mrs Mountford-Lees) or our **Data Protection Officer** (Mr Malbon) making that request.

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing of personal data 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/>

Further information

If you would like further information about this privacy notice, please contact **Mr Stephen Malbon** our nominated Data Protection Officer (DPO) for Hollinsclough CE (VA) Academy, using the following email office@hollinsclough.staffs.sch.uk or by post using the following address;

F.A.O. Data Protection Officer – Mr Stephen Malbon (DPO)

Hollinsclough CE (VA) Academy
Carr Lane
Hollinsclough
Buxton
Staffordshire
SK17 0RH

Please use an appropriately stamped addressed envelope for your reply if a postal return is requested. Failure to do so may delay the response.

We will not give information about you to anyone outside the school without your consent unless the law and our rules require/allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). Where appropriate we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual pupils changing school (or address) to ensure continuity of health care.

This Notice will remain valid for the duration your child attends this academy and will automatically expire after this time. The scope and content of this document can be subject to material change should changes occur to the GDPR/Data Protection legislation. We may, therefore, ask that you review and resign this document if required, from time to time.

If you want to see a copy of the information about you that we hold and/or share, with regard to your child or children, please contact **Mr Stephen Malbon**, our nominated DPO

Parent's or
guardian's signature: _____

Name (in block capitals): _____

Date _____

If you require more information about how the school, Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.hollinsclough.staffs.sch.uk>

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

or

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or DfE as follows:

- **Information Governance Unit**
Staffordshire County Council
St Chad's Place
Stafford
ST16 2LR
e-mail: foi@staffordshire.gov.uk
- **Public Communications Unit**
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Guidance on the use of Personal Information

- **Information Commissioners Office**
0303 123 1113 <http://ico.org.uk>
Wycliffe House, Water Lane, Wilmslow, Cheshire. SK59 5AF

Consent for Trips Offsite and Medical Information

Please complete the information requested below (one per child)

Name of Child _____

CONSENT FORM FOR TRIPS AND OTHER OFF-SITE ACTIVITIES

This Consent will remain valid for the period your child attends this academy and will automatically expire after this time.

Please sign and date the form below if you are happy for your child;

- a) To take part in school trips and other activities that take place off school premises during school hours (you will be informed if a trip is taking place); and
- b) To be given first aid or urgent medical treatment during the school day and on any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the school week only
 - adventure activities at any time
 - off-site sporting fixtures overrun/outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity, however, if the trip is part of the curriculum and no alternative arrangements can be made then your child will need to absent and marked as such.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits, including permitted emergency actions:

.....
.....
.....
.....
.....
.....
.....

Signed..... Parent / Carer

Date.....

Regards

Stephen Malbon

Bursar
Hollinsclough C of E Academy
01298 84320

Use of Photographs and Video Consent Form

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or another high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

In compliance with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for non-educational purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

Please return the completed form to the school as soon as possible.

This Consent will remain valid for the period your child attends this school and will automatically expire after this time. This permission can be reversed if you write to the school requesting such a change

Childs name _____

Circle or delete to indicate a choice

I consent to my child's photograph appearing in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards **Yes / No**

I consent to my child's image appearing on the school's website **Yes / No**

I consent to my child's image being recorded on video or webcam **Yes / No**

I consent to my child's image appearing in the media (for example photographs in newspapers/media websites, moving images on television and voice recordings on the radio. **Yes / No**

*** Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies***

Conditions of use

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.

- You can withdraw your consent at any time by making a written notice to the school.
- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or names of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note

- The press, in certain circumstances, are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.
- Parents, family members and friends taking photographs of children within school at events such as plays and sports day for their personal, domestic use is also exempt from the Data Protection Act and therefore do not need to gain consent.

I have read and understood the conditions of use listed above.

Parent's or guardian's signature: _____

Name (in block capitals): _____

Date _____

General Consent Form

Please return the completed form to the school as soon as possible.

Childs name _____



circle or delete to indicate a choice

I consent to my child's work appearing in the school prospectus and other printed publications that we produce for promotional / marketing purposes

Yes / No

I consent to my child's work appearing on the school's website

Yes / No

I consent to my child having access to the internet and internet services we procure

Yes / No

I consent to my child having access to Sex Education materials specific to their age, ability and understanding

Yes / No

This Consent will remain valid for the period your child attends this school and will automatically expire after this time. This permission can be reversed if you write to the school requesting such a change

Parent's or guardian's signature: _____

Name (in block capitals): _____

School Nurse

From time to time the school nurse will visit our school and carry out a variety of none invasive checks such as eye testing, hearing, weight and height measurements.

Please indicate if you have any objections to these kind of health checks and or the limits of your consent in such circumstances

Please indicate either

I have no objections*

or

I do not wish my child to see the School Nurse*

* Circle/highlight or delete what is not applicable

Limited Consent – please advise below

Please return ALL of THE ABOVE documents to the school office

*** Although the Consents and Notices remain in force throughout your child's attendance at our school, you can request a change to permissions etc. if required.**