



# Hebburn Comprehensive School

Campbell Park Road, Hebburn, Tyne & Wear NE31 2QU  
Tel: 0191 4833199 Fax: 0191 4832160 www.hebburn.net

Head Teacher: Mr D R Thompson

## General Data Protection Regulation (GDPR)

### Privacy Notice (how we use pupil information)

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

- Personal information (such as name, unique pupil number (UPN) and address)
- Characteristics (such as ethnicity, language, nationality, country of birth. free school meal eligibility and Pupil Premium Information)
- Attendance information (such as lateness, sessions attended, number of absences and reasons for absence)
- Any relevant medical information (Special Category Data)
- Special Education Needs and Disabilities (SEND) information
- Behavioural information, including exclusions
- Assessment and intervention information
- Financial Information (such as dinner money transactions and payments for school trips and visits)
- In addition, we hold parent phone numbers, home addresses and e-mail addresses to enable effective communication between home and school.

#### Why we collect and use this information

We use pupil data to:

- support learning;
- monitor and report on progress;
- provide appropriate pastoral care;
- provide appropriate Careers Information and Guidance (CIAG)
- assess the quality of our services;
- comply with the law regarding data sharing; and
- safeguard pupils.



## **The lawful basis on which we use this information**

We collect and use pupil information under the following legislation:

- Education Act 1996;
- Data Protection Act 2018;
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations (2013); and
- Article 6 and Article 9 of the GDPR.

Special category data from Article 9 of the GDPR is processed under the condition (a) that the data subject has given explicit consent to the processing of that data for one or more specified purpose, except where Union of Member State law provides that the prohibition referred to in Paragraph 1 of the Article may not be lifted by the data subject.

We hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive relevant information from their previous school, local authority (LA) and/or the Department for Education (DfE). We collect and use personal data, in order to meet legal requirements, as set out in the GDPR and UK law.

### **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 Regulations, 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**

Personal data relating to pupils and their families is stored in line with the school's GDPR Policy.

We do not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, or any statutory requirements set by the Department for Education.

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

The school is required to share pupils' data with the Department for Education on a statutory basis. The National Pupil Database is managed by the DfE and contains information about pupils in schools in England.

We routinely share pupil information with:

- schools that pupils attend after leaving us;
- our local authority;
- the Department for Education;
- Medical information as appropriate/necessary with the NHS; and
- third party companies/partners (for educational purposes only).

All third-party companies/partners who process data on our behalf have a data processing agreement with the school that complies with the GDPR.

### **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 (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.

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 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 be given access to your child's educational record, contact Mr. Perez, Deputy Head Teacher, at the school, who will pass your details to our data protection officer (DPO), Mr Bryan Chapman, at Chapman Data and Information Services.

#### **Please note:**

**ICO guidelines state that you must have a valid reason for requesting this data. You are not entitled to the information simply because you are interested.**

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;
- claim compensation for damages caused by a breach of the Data Protection regulations; and
- Withdraw consent by requesting a new pupil information sheet.

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/>
- 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