



Privacy notice for pupils and their families

May 2018

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs the pupil has
- Medical and administration – e.g. doctors information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools the pupil has attended
- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government

Hormead School collects and uses pupil information under the Data Protection Act 1998 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes (and from Article 6 and Article 9 where data processed is special category data from the General Data Protection Regulation from 25 May 2018).

How do we collect your information?

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CIT) from your previous school
- Various forms (such as Family First Assessments, referral forms etc.)
- Response forms and surveys (for trips, feedback etc.)

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely in line with guidance from the IRMS: www.irms.org.uk

Who do we share your information with?

We routinely share your information with:

- The LA
- The DfE
- Schools that pupils attend after leaving us
- The school nurse / NHS

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. We share pupils' data with the Department of 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 DfE under Section 3 of the Education (Information about individual pupils) (England) Regulations 2013.

Department for Education (DfE)

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

To find out more about the data collection requirements placed on us by the DfE go to <https://www.gov.uk/education/data-collectionand-censuses-for-schools>

How does the government use your data?

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 evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government department and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to detecting a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we have about you, please contact **Mr Philip Asher (Headteacher)** by telephone: **01763 289201** or email: admin@hormead.herts.sch.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** (Data Protection Officer) in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact **Mrs Anna Inman (DPO)** on dpo@hormead.herts.sch.uk