



## Hanbury's Farm and Oakhill Primary Schools Federation

### Privacy Notice 2023 (How we use pupil information)

#### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- 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 key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- entitlement to free school meals

This list is not exhaustive but an overview of key information processed.

#### Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- 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, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **keeping up to date information on all pupils and parents/carers** in accordance with the legal basis of **meeting statutory policies and to enable school census returns to the department of education.**
- for the purposes of **monitoring pupil attendance and performance** in accordance with the legal basis of **meeting statutory policies and national curriculum standards and statutory assessments.**

In addition, concerning any special category data:

- **conditions such as medical or educational performance data in accordance with the legal basis of providing this to professionals following requests e.g. school nurses, pediatricians.**

## Collecting pupil information

We collect pupil information via completed forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school settings.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please phone the school offices or visit

[www.hanburysfarm.staffs.sch.uk](http://www.hanburysfarm.staffs.sch.uk)

[www.oakhill.staffs.sch.uk](http://www.oakhill.staffs.sch.uk)

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- school nurses, NHS

## Why we regularly 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. Information will be shared electronically and in paper format.

## 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:

### **Examples of data collection will be:**

*School censuses and school-level annual school censuses (SLASC), school capacity surveys, phonics screening checks, key stage 1 and 2 assessment data.*

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.

## Your information rights

You have the following rights in relation to your personal data:

- The right to be informed
- The right of access
- The right to rectification
- The right of erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling
- The right of complaint or to raise a concern

Not all rights are absolute, this depends on the lawful basis for the processing activity.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the headteacher or the school office to process this request.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **Monday 27<sup>th</sup> November**.

If you would like to discuss anything in this privacy notice, please contact: Executive headteacher: Mrs Nicola Gripton on 01827 214005 or 01827 213960  
Chair of Governors: Mr Allen - [chairofgovernors2@hanburysfarm.staffs.sch.uk](mailto:chairofgovernors2@hanburysfarm.staffs.sch.uk)

## Contact us

If you have any concerns about the way we are handling your personal data or that of your child(ren), please contact the Headteacher in the first instance;

Mrs Nicola Gripton on 01827 214005 or 01827 213960

If you are still not satisfied, you can raise your concern with directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our Data Protection Officer is :

Staffordshire County Council  
Staffordshire Place 1  
Stafford, Staffordshire  
ST16 2DH  
Telephone: 01785 278109  
Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

## 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 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)

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 and 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>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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