

GDPR privacy notice for pupils and their families

Who processes your information?

Black Horse Hill Infant School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Julie Morris acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on - 625 5238 or schooloffice@blackhorsehill-infant.wirral.sch.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Black Horse Hill Infant School upholds are imposed on the processor.

Ian Mylett is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 558 1260 or dpo@techs.co.uk

Why do we collect and use your information?

Black Horse Hill Infant School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Legal obligation and/or public task under Article 6 and in public interest or as vital interest for the special category data from Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep children safe (food allergies, or emergency contact details)
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, unique pupil numbers, contact details and addresses
- Characteristics – e.g. ethnicity, language and free school meal eligibility
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs – e.g. needs and ranking
- Attendance information – e.g. sessions attended, number of absences, absence reasons and any previous schools attended
- Assessment and attainment information – e.g. national curriculum assessment results
- Relevant medical information – e.g. doctors information, child health, dental health, allergies, medication and dietary requirements
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place
- Photographs – these will be used to aid our records management

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Black Horse Hill Infant School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does 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.

Will my information be shared?

The school is required to share pupils' data with the Department for Education on a statutory basis, this includes the following:

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. Black Horse Hill Infant School is required by law to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The Department for Education may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Department for Education has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Black Horse Hill Infant School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS
- The Department for Education

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Black Horse Hill Infant School uses your personal data.
- Request access to the personal data that Black Horse Hill Infant School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Black Horse Hill Infant School and/or the Department for Education is collecting or using your personal data, please raise your concern with the schools DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>

Where can you find out more information?

If you would like to find out more information about how we and/or the Department for Education collect, use and store your personal data, please visit our website www.blackhorsehillinfant.co.uk and download our Data Protection Policy.

Declaration

I declare that I understand:

- Black Horse Hill Infant School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Black Horse Hill Infant School may share my data with the Department for Education, and subsequently the Local Authority.
- Black Horse Hill Infant School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Black Horse Hill Infant School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____