



Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special Needs information
- Exclusions
- Behavioural information
- Nursery starter forms/30hpw/15hpw information
- Educational visits consent forms
- Dietary/allergy information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6 for legal obligations. Some of the information we collect must legally be shared with the Local Authority and the Department for Education. Special category information Article 9 of the EU GDPR shall not be shared without explicit written consent from individuals.

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 Regulation, 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

We hold pupil data until the child is 25 years of age.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Wirral Local Authority
- Department for Education (DfE)
- Edsential
- Educational visit establishments (Residential stays)
- NHS
- Evolve – risk assessments for educational visits
- Orrets Meadow School (Outreach Services-SENAAT)

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 the local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Edsential are our lunch providers and we share information about dietary requirements and allergies with them as well as Free School Meal information.

Educational visit establishments also have information regarding dietary and allergy needs.

Evolve are our educational visits provider and we share information with them in relation to school trips, names and contact details, plus any relevant specific pupil information to support the child/ren during the visit. Any parent/carer who accompanies children on visits also have their names, contact details plus names and contact details of who we would contact on their behalf in an emergency

NHS may need information regarding children for assessment purposes and health screening checks.

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, on behalf of their children, 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 the school's Data Protection Officer, Mrs J Corrin, Higher Bebington Junior School, Mill Road, Higher Bebington, Wirral CH63 8QE. Tel: 0151 608 1011. Email: schooloffice@higherbebington.wirral.sch.uk

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; 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs J Corrin

Data Protection Officer, Higher Bebington Junior School, Mill Road, Higher Bebington, Wirral CH63 8QE. Tel: 0151 608 1011. Email: schooloffice@higherbebington.wirral.sch.uk

2. Privacy notice for parent of pupils under thirteen

You have a legal right to be informed about how our school uses any personal information that we hold about you or your child. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you and your child.

We, Higher Bebington Junior School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs J Corrin (see 'Contact us' below).

The personal data we hold

We hold some personal information to make sure we can help your child to learn and to look after your child at school.

For the same reasons, we get information about your child from some other places too – like other schools, the local council and the government.

This information includes:

- Contact details
- Test results
- Attendance records
- Characteristics, ethnic background or any special educational needs
- Any medical conditions
- Details of any behaviour issues or exclusions
- Photographs

Why we use this data

We use this data to help run the school, including to:

- Get in touch with parents when we need to
- Check how your child is doing in exams and work out whether your child needs any extra help
- Track how well the school as a whole is performing
- Look after your child's wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your child's information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide your child with an education)

Sometimes, we may also use your child's personal information where:

- Parents/carers have given us permission to use it in a certain way
- We need to protect your child's interests (or someone else's interest)

Where we have got permission to use your child's data, parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your child's information overlap, and there may be several grounds which mean we can use your child's data.

Collecting this information

While in most cases parents/carers, must provide the personal information we need to collect, there are some occasions when parents can choose whether or not to provide the data.

We will always tell parents if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about your child while he/she is a pupil at our school. We may also keep it after your child has left the school, where we are required to by law.

We have an information management toolkit which sets out how long we must keep information about pupils. You can ask to see a copy of this toolkit which is kept in the school office office.

Data sharing

We do not share personal information about your child with anyone outside the school without permission from parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about your child with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Our regulator (the organisation or "watchdog" that supervises us), (e.g. Ofsted]*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*

- *Professional bodies*

National Pupil Database

We are required to provide information about your child to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your child's data by following data protection law.

Your rights

How to access personal information we hold

You can find out if we hold any personal information about your child, and how we use it, by making a '**subject access request**'.

If we do hold information about your child, we will:

- Give a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from yourselves
- Tell you who it has been, or will be, shared with
- Let you know if we are using data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your child's personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mrs J Corrin, Telephone 0151 608 10100, email: schooloffice@higherbebington.wirral.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.