



## PRIVACY NOTICE For Pupils and Their Families

### Introduction

The purpose of this notice is to help you understand how and why we collect personal information about pupils and their families, and what we do with that information. It also explains the decisions that you can make about your own information.

Hinckley Parks Primary School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data is to be processed. The Head Teacher acts as a representative for the school with regard to its data controller responsibilities, and can be contacted on 01455 632556, [head@hinckleyparks.leics.sch.uk](mailto:head@hinckleyparks.leics.sch.uk) or by post:

Hinckley Parks Primary School,  
Leicester Road,  
Hinckley,  
Leics.  
LE10 1LP

Kirsten McLaren is the Data Protection Officer for the OWLS Academy Trust and oversees and monitors each school's data protection procedures to ensure that they are compliant with the GDPR. The Data Protection Officer can be contacted on 0116 281 1963 or [lhm@littlehill.leics.sch.uk](mailto:lhm@littlehill.leics.sch.uk).

### Why We Collect and Use Your Personal Data

Schools need to collect and use personal data relating to pupils and their families in order to meet legal requirements and to fulfil public duty obligations as providers of education, and in particular:

- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care;
- To assess the quality of our service;
- To comply with the law regarding data sharing;
- To safeguard pupils;
- We may use CCTV in order to deter crime and/or to make sure the school site is safe. CCTV will never be used in private areas such as toilets or areas where children change for PE.

### The Lawful Basis for Processing Information About Pupils and Their Families

The following sets out the lawful basis that we are relying on when collecting and processing personal information about you and your child:

#### To Comply with Our Legal Obligations

State funded schools have legal obligations in respect of various laws, including:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013.

## Public Interest

The Trust considers that all member schools are acting in the public interest when processing personal data for the purposes of providing education and protecting children's health, safety and well-being.

## Consent

In some cases we will rely on you providing us with your consent to enable us to process personal data. Where this is the case we will provide you with clear details of the data we wish to process, how we wish to use it, the reasons for processing, the duration of the processing, how long we will retain the data and how you can withdraw your consent. We will also set out what would happen if you decide not to give consent, or if you later withdraw your consent.

## Legitimate Interests

This means the processing is necessary, proportionate and fair for the legitimate interests of the school and/or your child. Examples include:

- To ensure that we are able to enforce our rights against you, such as if unpaid dinner money or other non-voluntary payments are overdue
- sharing pupil names and year groups with the PTA so that they can plan, organise and deliver events such as school discos.

In addition, personal information may be processed for the legitimate interests of others. For example another school may have a legitimate interest in knowing if you have not paid money that is due to us.

If you object to us using information about you or your child where we are relying on legitimate interests as the lawful reason for processing you should contact the Head Teacher in the first instance.

## **How We Collect Your Personal Data**

Most of the pupil information we ask you to provide to us is mandatory, but some is provided to us on a voluntary basis. In order to comply with the GDPR we will inform you when you have a choice about whether or not you wish to provide a specific piece of information (e.g. by including a tick box option of "prefer not to state").

We obtain information about you and your child from admissions forms and, where applicable, from your child's previous school. We may also receive information from professionals such as doctors and from local authorities, where there is a need for such information to be shared with us in order to meet the educational and welfare needs of your child.

We also record information about your child during the time they are enrolled at the school – for example, we maintain records of your child's attendance, punctuality, behaviour and performance in school.

We will provide you with access to an app (**Parent Lite**) which will allow you to view and request amendments to some of the data that you have provided to us about yourself and your child.

## **What Personal Data is Collected?**

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

- Personal information (e.g. names, pupil numbers and addresses)
- Characteristics (e.g. ethnicity, language, nationality, free school meal eligibility)
- Attendance information (e.g. number of absences and reasons for absence)
- Assessment information (e.g. national curriculum assessment results, and teacher led assessment about your child's attainments in school)
- Relevant medical and dietary information;
- Information relating to Special Educational Needs and Disabilities of pupils;

- Behavioural information;
- Contact details for adults with parental responsibility for your child and for other adults who can be contacted in an emergency.
- Photographs and videos (subject to consent)

## **Who we Share Personal Data With**

Schools are required to share pupil's data with the Department for Education (DfE) on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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. Some of this information is then stored in the NPD. The DfE 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 DfE has robust process in place to ensure that the confidentiality of any data shared from the NDP is maintained.

We will not share your personal information (or that of your child) with any third parties without your consent, unless the law or our policies allow us to do so. The school routinely shares pupil's information with:

- Schools that the pupil's attend after leaving us;
- The Department for Education (DfE);
- Our Local Authority;
- The NHS;
- The OWLS Academy Trust (including senior staff from other schools within the Trust)

We may also share information with:

- The School Nurse;
- Social Services;
- Staff from schools across the OWLS Academy Trust;
- Ofsted;
- Education Welfare Officer

In the event that any data is to be shared outside of the EU we will ensure that appropriate safeguards are in place to ensure that it will be processed in accordance with GDPR requirements.

## **Who Processes Your Information**

Data processing may be outsourced to third party processors where there are compelling reasons to do so. Where outsourcing takes place the same data protection standards that the OWLS Academy Trust upholds are imposed on the data processor.

Categories of third-party data processors used by schools within the Trust include providers of web-based platforms for specialised services (e.g. for communications, online payments services, accident reporting, internal monitoring and reporting processes such as logging possible child protection concerns, etc). We always ensure that appropriate levels of access control are in place, and that the school retains full control of the data that is processed via a third party and the method of processing.

We also outsource our data back-up processes.

## How Long is Your Data Stored

Personal data will not be kept for longer than is necessary; unrequired data will be deleted as soon as practicable. The Trust has developed a data retention schedule which takes account of legal requirements and recommended good practice, and data should only be held for longer than the timescales set out in this document where there is objective justification to do so.

Some educational records relating to former pupils of the school may be retained for an extended period for legal reasons.

Paper documents will be shredded or pulped and electronic memories scrubbed clean or destroyed once the data should no longer be retained.

Daily back-ups of electronic data are securely stored off site for 1 month. We also ensure that two month-end back-ups are available at all times.

## Automated Decision-Making

The OWLS Academy Trust and its member schools do not use personal data for automated decision-making unless there are mechanisms in place for human intervention.

## Data Subjects' Rights

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information or to be given access to your child's educational record please contact the school office on 01455 632556 or [office@hinckleyparks.leics.sch.uk](mailto:office@hinckleyparks.leics.sch.uk).

You also have the right to:

- Be informed about how we use your personal data;
- 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 we are collecting or using your personal data or that of your child, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (the UK supervisory authority) at <https://ico.org.uk/concerns/>.