



Pupil Privacy Notice

Reviewed May 2023

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



INTRODUCTION

This Privacy Notice explains the types of personal data we may collect about you, why we hold it and who we share it with. It also explains how we'll store and handle that data and keep it safe.

Hadleigh Community Primary School is registered under the General Data Protection Regulations 2018 as a data controller.

Our Data Protection Officer is Tracey Riches, Clear 7 Consultancy.

Our Data Protection Lead in school is Gary Pilkington.

WHAT TYPES OF PERSONAL DATA DO WE COLLECT?

The categories of pupil information that we collect include:

- Personal information: including name, DOB and address
- Characteristics: including ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information: including frequency and reason for absence
- Assessment information
- Health information: including medical conditions and information regarding SEND
- Behavioural information, including temporary exclusions
- Photos and video recordings
- Safeguarding information

WHY WE HOLD YOUR PERSONAL DATA

We collect and use the pupil data to:

- Meet legal requirements
- Meet our statutory obligations to safeguard and protect children and vulnerable people
- Enable effective learning
- Manage behaviour
- Review our effectiveness
- Keep pupils, parents and carers informed.

EXPLAINING THE LEGAL BASES WE RELY ON

We only collect and use pupils' personal data when the law allows us to. Generally, we process it to:

- Comply with a legal obligation
- Perform an official task in the public interest

We may also process pupils' personal data in situations where we:

- Have obtained consent to use it in a certain way
- Need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.



HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We only keep your data for as long as is necessary for the purpose for which it was collected.

Timescales are detailed in our document retention policy. At the end of that retention period, your data will either be deleted completely or anonymised so that it can be used for statistical analysis and business planning.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfE).

We are required to share information about our employees with our local authority (LA) under section 5 of the Education (supply of information about the school workforce) (England) Regulations 2007 and amendments.

The Department for Education has legal powers to collect the pupil, child and workforce data that schools, local authorities and awarding bodies hold. For more information about the department's data sharing process, please visit:

<https://gov.uk/data-protection-how-we-collect-and-share-research-data>

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

WHERE YOUR PERSONAL DATA MAY BE PROCESSED

Sometimes we will need to share your personal data with third parties and suppliers outside the European Economic Area (EEA), such as Australia or the USA.

Any transfer of your personal data will follow applicable laws and we will treat the information under the guiding principles of this Privacy Notice.

WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

You have the right to:

- Request access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- Require the school to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing.
- Object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.
- Withdraw consent. Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

If we are not able to action your request we will explain to you the reasons why.



CONTACTING THE REGULATOR

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113.

Or go online to www.ico.org.uk/concerns

ANY QUESTIONS?

We hope this Privacy Notice has been helpful in explaining how we handle your personal data and your rights to control it.

If you have any questions, please contact our Data Protection Officer who will be pleased to help you:

Email us at GDPR@hadcps.uk or write to us at via the school office.