

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 (such as achievement grades, progress measures, lesson observations, internal assessment results, public examination results)
- Special Education Needs information (such as target plans, records of working with other agencies, Education and Health Care Plans)
- Behaviour and Achievements information
- Photos, images and video of children and/or their work/learning
- Safeguarding information (Child in Need reports, Child Protection matters, Mental Health and allegations against staff)
- Access to careers education, information and guidance as well as the outcomes of independent interviews
- Payment information (such as school meals, trips, residential)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to enable additional support for pupils and families when required
- to comply with our safeguarding obligations
- to provide appropriate careers advice
- to showcase learning beyond the classroom
- to help manage the school budget

The lawful basis on which we use this information

We collect and use pupil information under:

6(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

6(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

9(2)(a) Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.

9(2)(g) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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 for a set amount of time depending on the nature of the information;

1. Short term need (no longer than is required)
2. Medium term need (up to a year after a pupil has left)
3. Long term need (up to 5 years after a pupil has left)
4. Very long term need (until pupil is 25 years or older)

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Data retention examples	
1. Short term	Trip consents, CCTV, notes
2. Medium term	Admissions information, attendance data, behaviour records, exclusions, school meal payments, pupil medical information, trip payments
3. Long term	Admission appeals, attainment data, free school meal eligibility, contact information, photos/video/images/samples of learning
4. Very long term	Medical incidents, safeguarding information

Who we share pupil information with

We routinely share pupil information with:

- Organisations that the pupil's attend after leaving us
- schools that the pupils attend after leaving us and alternative providers whilst remaining on our roll
- the local authority
- the Department for Education (DfE)
- NHS and school nurse service
- Birmingham Children's Trust (where required)
- Educational software providers (a list of providers is available upon request)
- Examination Boards and other performance tracking organisations (Fischer Family Trust)
- Social Services
- Heath and social care providers
- The Police
- System service providers eg CMIS, SISRA, ParentPay, ClassCharts
- Trusted partners working directly with the school (e.g. Connexions, Education Psychology Service)



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

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>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once she reaches the age 16.

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Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Student 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-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



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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-student-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 Lesley Gupwell, Data Protection Officer, Hodge Hill Girls' School.

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



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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:

Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer contact details
Contact Name:	Ms L. Gupwell
Address line 1:	Hodge Hill Girls' School
Address line 2:	Bromford Road
Address line 3:	Hodge Hill
Address line 4:	Birmingham
Address line 5:	B36 8EY

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body on Monday 11th June 2018 and is issued on a version controlled basis under the signature of Mr K. S. Yogaiswaran (Chair of Governors)

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue	Mr K. S. Yogaiswaran	11/06/2018

