

Small Haven School

Privacy Notice (How we use Pupil Data)

We, Small Haven School, are a Data Controller for the purposes of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school. If you have any queries about this Privacy Notice please contact our DataProtection Officer Marissa Morgan (Director of Education) by emailing: marissa@smallhavenschol.co.uk or calling 01843 597088.

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

- Personal information (such as name, unique pupil number and address)
- Parental contacts (name, contact details, relationship and priority in an emergency)
- Safeguarding information (such as court orders, professional involvement and contact with non-resident parents)
- Medical information (such as doctors information, allergies, medication and dietary requirements)
- 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)
- School history (provided by any previous schools attended)
- Information about your physical/mental health
- Information about any Special Educational Needs
- Information about behaviour, such as details of exclusions or any relevant alternative provision put in place
- Information about assessments and attainment (such as key stage 1 and phonics results)

Why we collect and use this data

We use the pupil data:

- to provide pupils with an education and support pupil learning
- to monitor and report on pupil progress
- to allocate the correct teaching resources and assess the quality of teaching in the school
- to provide appropriate pastoral care
- to ensure the safety of pupils whilst in our care (food allergies, emergency contact details etc.)
- and protect children from harm
- to comply with the law regarding data sharing
- to notify families of pupils of any news and important information about the school
- to support integrated health services

The lawful basis on which we use this data

Under the General Data Protection Regulation (GDPR), the lawful bases that we process personal data under are:

- Legal obligation
- Public task

- Vital interests

These lawful bases for processing personal data are specified in Article 6 of the GDPR (<https://gdprinfo.eu/art-6-gdpr/>) The majority of data processing that schools undertake will relate to the performance of the public task of supporting the learning and wellbeing of pupils throughout their school life.

In addition, the lawful bases that we process special category personal data (previously referred to as 'sensitive personal data') under are:

- Compliance with employment and social security law
- Vital interests of the data subject
- Substantial public interest

These lawful bases for processing special category personal data are specified in Article 9 of GDPR (<https://gdpr-info.eu/art-9-gdpr/>) The majority of this data processing will relate to substantial public interest tasks for statutory and government purposes, as described in Part 2 of Schedule 1 of the Data Protection Act 2018 (<https://publications.parliament.uk/pa/bills/cbill/2017-2019/0153/18153.pdf>) as 'necessary for the exercise of a function conferred on a person by enactment or the exercise of a function of the Crown, a Minister or a government department.'

Collecting pupil data

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information. Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold records of pupil data for a set period of time depending on the type of information they contain. Details about how long we keep different types of records containing personal data can be found in our Retention Schedule.

Who we share pupil data with

The only people who have access to your personal information are staff within Small Haven School whom require access in order to carry out their duties as professionals.

We will not pass your personal data to any third parties for marketing, sales or any other commercial purposes. We will not transfer your data outside of the European Economic Area.

Depending on the purpose for which we originally obtained your personal data and the use to which it is to be put, it may be shared with other organisations. For example, we routinely share pupil information with the following organisations:

- any school that a pupil attends after leaving Small Haven School
- our local authority (Kent)
- the Department for Education (DfE)

Kent Education uses data collected from schools to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. To find out more about how Kent process personal data it collects from schools, go to Kent Education Department website.

We share pupils' data with the Department for Education (DfE) on a statutory basis. All data is transferred and held securely by the DfE.

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 Pupils) (England) Regulations 2013.

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring (School GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy. (for example how certain subject choices go on to affect education or earnings beyond school)

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-censusesfor-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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. Small Haven School do not currently input progress data, externally.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>.

Your rights with regard to your personal data

You have the right to:

- Parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child's educational record, contact Marissa Morgan (Director of Education) via marissa@smallhavenschool.co.uk
- withdraw consent you have given for the school to process personal information you have provided it (where personal data is processed on the basis of consent you have given for the same) 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 (where appropriate)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- have personal data provided in a portable media (where personal data is processed on the basis of the consent you have given for the same).

Who to contact if you have any concerns about how we use your personal data

- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance; Stacey White (Principal Head) via stacey@smallhavenschool.co.uk

or directly to the Information Commissioner's Office at;

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire S

K9 5AF ICO

helpline: 0303 123 1113

Email: <https://ico.org.uk/concerns/>