

# Harleston C.E. Primary Academy

School Lane, Harleston, Norfolk. IP20 9HG

Tel: (01379) 852302 / 853211

E-mail: [office@harleston.norfolk.sch.uk](mailto:office@harleston.norfolk.sch.uk)

Website: [www.harleston.stbenets.org](http://www.harleston.stbenets.org)

**Headteacher: Mrs L Blowfield**



Dear Parents/Carers,

## **General Data Protection Regulation (GDPR) - Privacy notice for pupils and their families**

### **Who processes your information?**

**Harleston CE Primary Academy** is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Harleston CE Primary Academy upholds are imposed on the processor.

### **Why do we collect and use your information?**

Harleston CE Primary Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used as listed below, together with the legal basis (under GDPR) that we rely on for processing personal information for general purposes.

Reasons	Lawful Basis
To support pupil learning	Public Task
To monitor and report on pupil progress	Public Task
To keep pupils safe and provide appropriate pastoral care	Vital Interest
To assess the quality of our service	Public Task
To comply with the law regarding data sharing	Legal Obligation

Cont...

### **Which data is collected?**

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

- Personal information - e.g. names, pupil numbers and addresses
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Safeguarding information e.g. court orders and professional involvement
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information - e.g. number of temporary exclusions
- Photographs - these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How we collected pupil data**

We collect pupil information via

- Registration/admission forms
- Common Transfer file (CTF)/or secure file transfer from previous school
- Child protection plans

### **How long is your data stored for?**

Personal data relating to pupils at Harleston CE Primary Academy and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

We routinely share pupil information with:

- The Department for Education (DFE)
- The Local Authority
- Schools that the pupils attend after leaving us
- The NHS
- The Police

The DFE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DFE either directly or via our LA for the purpose of those data collections, under Section 3 of The

Cont.....

Education (Information About Individual Pupils) (England) Regulations 2013. All information we share with the DFE is transferred securely and held by the DFE under a combination of software and hardware controls which meet the current government security policy framework.

The National Pupil Database (NPD) is managed by the DFE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DFE. Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies. You can find out more about the NPD via <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DFE is legally allowed to share pupil's personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government department and agencies
- Organisations fighting or identifying crime.

More information about how the DFE collects and shares pupil information can be found via

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfc-external-data-shares>

Harleston CE Primary Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so.

### **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.

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
- A right to seek redress, either through the ICO, or through the courts

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Cont.....

To make a request for your personal information, or be given access to your child's educational record contact the Data Protection Officer (DPO). The DPO's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer for Harleston CE Primary Academy is Sharon Money. She can be contacted via [sharon.money@dnear.org](mailto:sharon.money@dnear.org)

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>.

Yours sincerely,

Mrs L. Blowfield  
Headteacher

HARLESTON CE PRIMARY ACADEMY

GENERAL DATA PROTECTION REGULATION (GDPR)

**DECLARATION**

I,..... (Insert Name) declare that I understand:

- Harleston CE Primary Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Harleston CE Primary Academy may share my data with the DfE, LA and other stated organisations.
- Harleston CE Primary Academy will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Harleston CE Primary Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

**Child's Name:** ----- (Please print)

**Name:**  
**(Parent/Carer)** ----- (Please print)

**Signature:** -----

**Date:** -----

**PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE. THANK YOU**