



Handsworth Primary School Privacy Notice for Parents/Carers

Handsworth Primary School
Handsworth Avenue, Highams Park
London, E4 9PJ

020 8527 5991

school@handsworth.waltham.sch.uk

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Handsworth Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mary Wilson (see 'Contact us' below).

What personal data do we use?

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details (of parents/carers), contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Video

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why do we use this data?

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress



- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing
- Communicate with parents/carers e.g. email school newsletters and update re school activities and events

What is our legal basis for using your data?

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

- We need to comply with a **LEGAL OBLIGATION**, for example, under any of the following:
 - *The Education Act*
 - *The Education (Registration) Regulations*
 - *The School Standards and Framework Act 1998*
 - *The School Admissions Regulations 2012*
 - *The Special Educational Needs and Disability Regulations 2014*
- We need it to perform an official task in the **PUBLIC INTEREST**.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained **CONSENT** to use it in a certain way
- We 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.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We use the Information and Records Management Society's toolkit for Schools' as the basis for our Retention Schedule. This sets out how long we keep information about pupils and it should be read in conjunction with this policy.



With whom do we share your data?

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where we have a legal obligation, or it is necessary for us to in carrying out a public task (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Ofsted*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Health and social welfare organisations*
- *Professional advisers and consultants, for example Speech and Language professionals*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



What are parents' and pupils' rights regarding personal data?

Individuals have a right to make a **subject access request** to gain access to personal information that the school holds about them. The school will request, where possible, that the subject access request is made in writing and will ask for identification of the requester to be provided.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data, or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer or the school office.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact our data protection officer of the school office.

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.



Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our [data protection officer](#):

- [Mary Wilson, Data Protection Officer, 020 8527 5991](#)