

Queen's Hill Primary & Nursery School

GDPR privacy notice for pupils and their families

Who processes your information?

Queen's Hill Primary & Nursery 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. Debra Fraser acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01603746857 or admin@queenshill.norfolk.sch.uk.

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 Queen's Hill Primary & Nursery upholds are imposed on the processor.

Queen's Hill Primary School employ a Data Protection Officer whose 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 can be contacted on 01603746857 or head@queenshill.norfolk.sch.uk.

Why do we collect and use your information?

Queen's Hill Primary & Nursery 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, Local Authority (LA) and/or the Department of Education (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 for the following reasons:

- To support pupil learning (for example, pupil assessment data and Individual Education Plans)
- To monitor and report on pupil progress
- To provide appropriate pastoral and health care
- To assess the quality of our service
- To comply with the law regarding data sharing

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
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Education Needs & Disability (SEND)
- Behavioural information – e.g. number of temporary exclusions

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 long is your data stored for?

Personal data relating to pupils at Queen's Hill Primary School and their families is stored in line with the school's policy.

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?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

_Personal information – UPN (Unique Pupil Number)

- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons

- Assessment information – e.g. national curriculum assessment results
- Information relating to SEND
- Behavioural information – i.e. exclusion

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Queen's Hill Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Queen's Hill Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The National Health Service (NHS)
- The Police Force
- IT Software Programmes to support teaching and learning – Pupil Asset, Developing Experts, Class Dojo, Rising Stars, Manga High, Easimaths, Nessy, Dynamo Maths and Fast ForWord
- Other agencies/ consultants that support children's learning and welfare- e.g. The Benjamin Foundation, Indigo Centre, School Counsellor and West Norwich, Premier Sport, Dance East, the UEA Sportspark and Dereham Schools Partnership
- Peripatetic Staff - e.g. String Together
- After school club providers – JD Coaching, Norfolk Cheer Athletics, Abbots Dance and Strings Together
- Tempest Photographers

The information that we share with these parties may include the following:

- Personal Information – names and parental contact/ collection information
- Attainment data
- Medical Information

Parents are able to request that only their child's name, address and date of birth are passed to the LA by informing Queen's Hill Primary & Nursery administrator via email or letter. For more information regarding services for young people, please visit our LA's website.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Queen's Hill Primary & Nursery uses your personal data.
- Request access to the personal data that Queen's Hill Primary & Nursery holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

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

If you have a concern about the way Queen's Hill Primary & Nursery and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or download our GDPR Data Protection Policy.

Name of pupil:	
Name of parent:	
Year group and class	

Declaration regarding Privacy Notice

I, _____ (please insert your name) parent of

_____ (please insert your child's name)

declare that I understand:

- Queen's Hill Primary & Nursery has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Queen's Hill Primary & Nursery may share my data with the DfE, and subsequently the LA.
- Queen's Hill Primary & Nursery will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Queen's Hill Primary & Nursery 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.

Name: _____

Signature: _____

Date: _____