

# **PARK HALL JUNIOR ACADEMY**

## **Privacy notice for parents/carers – use of your child's personal data**

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, **Park Hall Junior Academy, Park Hall Road, Walsall WS5 3HF**, are the 'data controller' for the purposes of data protection law.

The details to contact our data protection officer can be obtained from the school office.

### **The personal data we hold**

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

- Personal identifiers (such as name, address, date of birth, Unique Pupil Number)
- contact details and identification documents (such as name, address, telephone number, email)
- Characteristics, such as ethnic background, language, eligibility for free school meals, special educational needs, Looked After or Previously Looked After
- Safeguarding information (such as court orders and professional involvement)
- Details of any support received, including Education, Health and Care Plans, care packages and support providers
- Details of any medical conditions, including physical and mental health
- Details of any dietary requirements
- Attendance information
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Behavior and exclusion information
- Photographs
- CCTV images

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 we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral and medical care
- Keep children safe
- Assess the quality of our services
- Administer admissions waiting lists
- Meet the statutory duties placed upon us for DfE data collections
- Inform you about events and other things that are happening in school
- Comply with the law regarding data sharing

## **Our lawful basis for using this data**

Under the General Data Protection Regulation (GDPR) we only collect and process pupils' personal data when the law allows us to. We process the data so that the school:

- Can comply with a legal obligation
- Can fulfil a contract
- Can protect the individual's vital interests (or someone else's interests)
- Can perform an official task in the public interest

and where:

- There is a legitimate interest of the school
- The school has obtained consent to use it in a certain way

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 have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

## **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

The DfE collects personal data from education settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The school that the pupil attends on leaving us
- The pupil's family and representatives
- Educators and examining bodies
- Our regulators The Education and Skills Funding Agency and Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Health authorities

- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals, where we are legally required to do so
- Professional bodies

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.

### **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.

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.

### **Parents and pupils' rights regarding personal data**

Under data protection legislation, parents and pupils have the right to make a '**subject access request**'; 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 Mrs Healy, Head Teacher.

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.

*There is no automatic parental right of access to the educational record of their child but the academy will consider a request and will advise whether a charge applies.*

### **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 Mrs G Healy, Head Teacher, through the school office, in the first instance

## 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 Mrs G Healy, through the school office, in the first instance

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*