

HOLLINGWORTH ACADEMY : Parent & Pupil Privacy Notice 2018

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' to individuals where we are processing their personal data.

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

We, Hollingworth Academy, are the 'data controller' for the purposes of data collection law.

Our data protection officer is Susan Collinge (See Contact section for further information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address);
- characteristics (such as ethnicity, language, and free school meal eligibility);
- safeguarding information (such as court orders and professional involvement);
- special educational needs (including the needs and ranking);
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements);
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- assessment and attainment (such as key stage results and any relevant results);
- behavioural information (such as exclusions and any relevant alternative provision put in place);
- CCTV images captured in school;
- Digital Images (general and exam purposes);
- Biometric Information.

This list is not exhaustive, to access the current list of categories of information we process please contact the data protection officer.

Why we collect and use pupil information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning;
- b) to monitor and report on pupil attainment progress;
- c) to provide appropriate pastoral care;
- d) to assess the quality of our services;
- e) to keep children safe (food allergies, or emergency contact details);
- f) to meet the statutory duties placed upon us for DfE data collections;
- g) we collect digital imagery for systems in school;
- h) we collect biometric information for systems in school.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) and (d)** in accordance with the legal basis of **Public Task**: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function;
- for the purposes of **(e)** in accordance with the legal basis of **Vital Interests**: to keep children safe (food allergies, or medical conditions);
- for the purposes of **(f)** in accordance with the legal basis of **Legal Obligation**: data collected for DfE census information;
- for the purposes of **(g) and (h)** in accordance with the legal basis of **Consent**: parents/carers will be asked for consent by the school to process your child's information.
Please be aware that where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

In addition, concerning any special category data:

- conditions a, b, c and d of [GDPR - Article 9](#).

How we collect pupil information

We collect pupil information via admission forms when your child commences at Hollingworth Academy. 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 is 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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. Information is stored on secure servers. School MIS. For more information on our data retention schedule, please visit <http://irms.org.uk/page/SchoolsToolkit>.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- our local authority;
- youth support services (pupils aged 13+);
- the Department for Education (DfE);
- School Nurses/NHS.

Why we regularly share pupil information

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

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services, currently Positive Steps, as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services;
- careers advisers.

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via the local authority and is stored securely. Data is held until the pupil's 22nd birthday or 26th birthday for pupils with identified special needs.

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (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 DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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. To make a request for your personal information, or be given access to your child's educational records, please contact the school's data protection officer, Susan Collinge (see Contact section for more information)

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.

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Ms Susan Collinge, Senior Administration Manager on 01706 292 800 or via email dpo@hollingworthacademy.co.uk.
- In writing to the school at: Hollingworth Academy
Cornfield Street
Milnrow
Rochdale
OL16 3DR
- Our Local Authority: <http://www.rochdale.gov.uk/>

(Due to term time staffing, please be aware that any contact, emails or requests sent to school during a school holiday may not be dealt with until the beginning of the next school term).

How the Government uses your data

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' educational policy monitoring and school accountability and intervention (for example, 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).

Data collection requirements

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-censuses-for-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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools;
- local authorities;
- researchers;
- organisations connected with promoting the education or wellbeing of children in England;
- other government departments and agencies;
- organisations fighting or identifying crime.

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/df-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>