



# **GDPR Privacy (Fair Processing) Notice**

## **For pupils and their families**

At Hull Collaborative Academy Trust (HCAT), we are committed to protecting and respecting your privacy. This notice is to help you to understand how and why we, and our Academy schools, collect personal information about you, and what we do with that information. It also explains the decisions you can make about your own information.

### **1. What is personal information and why do we collect it**

Personal information is any information that relates to you, and identifies you as an individual. It includes your contact details, next of kin and financial information, but also includes, but is not limited to, all the following information:

- Your name and address, your email address, IP address, telephone information, previous educational information about your child, including data on progress and achievement.
- We also collect information relating to your characteristics such as ethnicity , language, nationality, country of birth and free school meal eligibility.
- Attendance information such as sessions attended number of absences and absence reasons.
- Medical information, including physical and mental health, SEN (special educational needs information) exclusions , behavioural information, details of any support given including care packages.
- Safeguarding information.
- Assessment information e.g. national curriculum assessment results.
- Information relating to SEND.
- CCTV, photos and video recordings of you are also personal information.

We may also hold information about pupils, that we have received from other organisations, including other schools, Local Authorities and the Department for Education (DFE).

### **2. Why do we collect and use your Personal information?**

The school has a legal right to collect and use personal information relating to pupils and their families. We use that information to meet the legal obligations on us, and the legitimate interests set out in the GDPR (General Data Protection Regulations) and UK law, in particular the following:

- Article 6 and Article 9 of the GDPR
- The Education Act 1996
- Regulation 5 of the Education (information about individual Pupils) (England) Regulations 2013

In accordance with these laws and regulations, the personal data of pupils and families is collected and used for the following reasons:

- To support pupil learning

- To monitor and report on pupil progress
- To assess and provide adequate pastoral care
- To assess how well we are meeting our obligations and the needs of our pupils
- To comply with the laws on data sharing
- To safeguard pupils
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

We collect and use Pupils' personal data when the Law allows us to. This is generally where

- a) We need to comply with a legal obligation.
- b) We need it to perform an official task in the public interest.

Less commonly we may have to process Pupils' personal information in situations where

- a) We have obtained consent to use it in a certain way, or
- b) We need to protect the individual's vital interests or those of someone else

In order to comply with the GDPR, when collecting data, the school will inform you whether you are required to provide this data or whether it is voluntary and your consent is needed. If consent is required we will explain clearly why the data is being collected and how we will use it.

### **3. Will we share your information with anyone else?**

We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so. The school is required to share pupils' data with the DFE (Department for Education) as part of statutory collections such as the school census and early year's census. Some of this information is then stored in the NPD (the National Pupil Database), which contains information about pupils in all schools in England. This data sharing underpins school funding, and educational attainment policy and monitoring. It is held in electronic format for statistical purposes, and is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the pupil information we share with the DFE go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> to find out more about the NPD go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DFE may share information about our pupils from the NPD with third parties who promote 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 NPD is maintained, and there are stringent controls in place regarding access and use of the data. Decisions on whether the DFE releases data to third parties is subject to strict approval and based on a detailed assessment of:



- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of the data
- The arrangements in place for storage and handling of the data

For more information on the DFE's data sharing process please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> to contact the DFE go to <https://www.gov.uk/contact-dfe>

HCAT schools routinely share pupils' information with the following:

- Pupils' families and representatives
- Pupils' destinations upon leaving the school
- The local authority
- The NHS, health and social welfare organisations
- The DFE
- Hull Collaborative Academy Trust (the academy of which this school forms a part)
- Finance organisations
- Professional advisors and consultants
- Police, Courts and tribunals
- Professional bodies

#### **4. For how long is your data stored ?**

Personal data relating to pupils and their families attending HCAT schools is stored in line with the Academy's GDPR Data Protection Policy. We will keep your information for as long as we need to educate and look after your child. We will also keep some information after your child has left our school in case that information may be needed to deal with a complaint or legal claim. In accordance with the GDPR, the school will only store data for as long as is necessary to complete the task for which it was originally collected.

#### **5. What are your rights?**

From 25<sup>th</sup> May 2018, the GDPR gives you some new rights in addition to the current existing rights that you have. You will have the right to:

- Make a Subject Access Request to gain access to personal information that the school holds about you. Parents and carers can make a request in respect of their child's data, where the child is not old enough to understand their rights (usually under the age of 12) or where the child has provided consent
- Be informed about how HCAT Collingwood Primary will use your personal data
- Request access to the personal data that we hold and ask for a copy
- Ask us to explain who the information has, or might be shared with
- Request that your personal data is amended if it is inaccurate or incomplete
- Ask that your personal data is erased where there is no compelling reason for it to still be held
- Ask us to send you or another organisation certain information about you
- Object to your personal data being processed if that is likely to cause or is causing damage or distress



- You can object to your information being used to send direct marketing
- Where the processing of your data is based on your consent, you have the right to withdraw that consent at any time.

Parents /carers may be able to request access to their Child's educational Record, (reasonable administration fee may be charged for this)

## **6. To contact us**

If you would like to make a request or exercise any of these rights, please contact our Data Protection Officer Mr Timothy Horne on 01482 375248, or by email to [dpo@hcat.org.uk](mailto:dpo@hcat.org.uk). Alternatively, you can write to him at Hull Collaborative Academy Trust, Marvell College, Barham Road, Hull, HU9 4EE.

If you consider that we have not acted properly when 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 to 5pm. Or please write to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

If you would like more information about how we collect, use and store your personal data please visit our website [dpo.hcat.org.uk](http://dpo.hcat.org.uk) where you can download our Data Protection Policy.



### **Declaration**

Please sign the following declaration to show that you have understood the contents of this notice. If you need any further help or if you have any questions relating to this document please direct them to Tim Horne, who acts as the school's representative with regard to its data protection responsibilities. He can be contacted on 01482 375248 or on [dpo@hcat.org.uk](mailto:dpo@hcat.org.uk)

I ....., parent/carer of .....

declare that I understand:

- HCAT has a legitimate and legal interest to collect and process my personal data in order to meet statutory requirements.
- How our data is used.
- The school may share our data with the DFE, and subsequently the Local Authority.
- The school will not share our data with third parties without our consent, unless the law requires the school to do so.
- The school 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.
- Our rights in relation to the processing of our personal data.
- Where I can find out more about the processing of our personal data.

Signed .....

Date .....