



# Hazelwood Schools

## Pupils & Parents/Carers Privacy Notice

*Please read in conjunction with  
Hazelwood Data Protection Policy*

	<b>Name</b>	<b>Date</b>
<b>Prepared by:</b>	Nicky Ross & Stella Gannon	2 <sup>nd</sup> May 2018
<b>Approved by:</b>	Nic Buckley	25 <sup>th</sup> May 2018
<b>Version number</b>	1	<b>Date of next review:</b> May 2019

# Hazelwood Schools Privacy Notice

## How we use your information

We collect information about:

- pupils of our schools, including prospective pupils
- people that have responsibility for our pupils (such as parents, carers etc.)
- our staff and volunteers, the schools' workforce

This information is used to help us:

- deliver education
- contact the right people about issues
- ensure a healthy, safe environment for learning
- carry out our functions as an employer

If we hold data about you, you have rights in respect of your data including:

- the right to be supplied information on our uses
- to see what data we are holding about you
- to request correction or erasure of your data
- to object to processing
- to complain to our data protection officer or the supervisory authority

If you wish to exercise any of these rights, please contact us using the details below.

By Email: office@hazelwood.enfield.sch.uk

By Phone: 0208 886 3216

By Post: Hazelwood Schools, Hazelwood Lane, Palmers Green, London N13 5HE

This Privacy Notice is updated regularly. The latest version will always be on our website, so please check the Website Link for notice of the newest version.

The Local Education Authority, Enfield Council, also holds data to carry out their functions, and we share data with them. You can read their privacy notice at

<https://new.enfield.gov.uk/privacy-notice>

The rest of this document gives further details on our collection, storage and use of data for each type of data we hold. It also provides information on who we share your data with and how to exercise your rights if you are not happy.

We welcome your comments on how we can improve this notice; please contact us at the address given for the school above.

## Data Usage Regarding Pupils

### The categories of information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and reasons for absence)
- Educational information (such as lesson plans, test results, progress and attainment data, learning challenges)
- Health information (such as illnesses that may affect pupil safety in school e.g. allergies, asthma, epilepsy)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law about data sharing

### The lawful basis on which we use this information

We collect and use pupil information under:

- the GDPR Article 6 (c) – for example where we are required to do so by the Education Act 1996
- the GDPR Article 6 (d) and 9 (c) – for example critical health information about pupils that may put them at risk
- the GDPR Article 6 (a) – for example where data has been supplied by the parent for use in the school setting e.g. information about family preferences in respect of religion

Full details of the legal basis for our data use is given in our Data Protection Impact Assessments which are published on the school website.

Note that Health professionals commonly gather data in school settings for a variety of purposes. This data is **not** held by the school, and is detailed in the Local Authority privacy notice at <https://new.enfield.gov.uk/privacy-notice>.

## **Collecting Pupil Information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to give certain information to us or if you have a choice in this.

## **Storing Pupil Data**

We store pupil data as detailed in our retention schedule, published at

## **Who we share information with**

We routinely share pupil information with:

- schools that the pupil will attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS staff working in the school setting

## **Why we 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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## **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 record, please see the contact details below.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Data Usage Regarding People That Have Responsibility for our Pupils (Parents and Carers)**

**The categories of information that we collect, hold and share include:**

- Personal information (such as name and address)
- Contact details (such as mobile telephone number or other ways to get in touch)

### **Why we collect and use this information**

We use the data about people that have responsibility for our pupils:

- to contact them, both routinely and in emergencies
- to ensure they are kept aware of pupil's progress as appropriate
- to comply with the law regarding data sharing

### **The lawful basis on which we use this information**

We collect and use this information under:

- the GDPR Article 6 (c) – for example where we are required to do so by the Education Act 1996
- the GDPR Article 6 (a) – for example additional contact information supplied to us above that required by law

Full details of the legal basis for our data use is given in our Data Protection Impact Assessments which are published on the school website.

## **Collecting Information**

Whilst much of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## **Storing Data**

We store data as detailed in our retention schedule, published on our website.

## **Who we share people that have responsibility for our pupils information with**

We routinely share information with:

- schools that the pupil will attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS staff working in the school setting

## **Why we share information**

We do not share information about people that have responsibility for our pupils with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about people that have responsibility for our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Requesting access to your personal data**

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information, please see the contact details below.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact Us

If you would like to discuss anything in this privacy notice, contact the school, the data protection officer or the regulator, details are given below.

### Contacting the school

We strongly recommend you contact the school directly with your concerns. The school can be contacted at:

By Email: [office@hazelwood.enfield.sch.uk](mailto:office@hazelwood.enfield.sch.uk)

By Phone: 0208 886 3216

By Post: Hazelwood Schools, Hazelwood Lane, Palmers Green, London N13 5HE

### Contacting our Data Protection Officer

The Data Protection Officer for the school can be contacted as below. Please ensure you include which school is involved:

By Email: [schools.data.protection.officer@enfield.gov.uk](mailto:schools.data.protection.officer@enfield.gov.uk)

By Post: Data Protection Officer, Enfield Council Civic Offices, Silver St, Enfield, EN1 3XA

### Contacting the Regulator

We recommend that you try to resolve the issue with the school or the Data Protection Officer in the first instance

To contact the Information Commissioner's Office, please go to <https://ico.org.uk/concerns/>