



That they may have life; life in all its fullness - John 10:10

Hordle CE (VA) Primary School and Nursery

Privacy Notice (LAC)

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1. Why Do We Collect/Use Children in Need and Children Looked After Information?

Hordle CE (VA) Primary School collect, hold and use personal information relating to our children in need and children looked after under the UK General Data Protection Regulation ("GDPR") (as defined in the Data Protection, Privacy & Electronic Communications (Amendments etc)(EU Exit) Regulations 2019 and the Data Protection Act 2018 and on the legal bases of:

- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.

This Privacy Notice is in addition and supplemental to the Pupil Privacy Notice. The categories of pupil information that we collect, hold and share include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

2. Why We Collect and Use This Information

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

We use this personal data to:

- A. support these children and monitor their progress
- B. provide them with pastoral care



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- C. assess the quality of our services
- D. evaluate and improve our policies on children's social care

3. Storing Pupil Data

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

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 children in need and children looked after with the Department for Education (DfE) for the purpose of those data Collections.

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 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 the Government uses your data' section.

4. 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, please visit:

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

5. Sharing By The Department

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

- schools and 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:

<https://www.gov.uk/government/publications/dfE-external-data-shares>

6. How To Find Out What Personal Information DfE Hold About You

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you



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- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

7. Requesting access to your/your child's 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, contact our Data Protection Officer at adminoffice@hordle.hants.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the data protection regulations including the GDPR.

8. How The Government Uses Your Data

The data that we lawfully share with the DfE through data collections helps to:

- develop national policies
- manage local authority performance
- administer and allocate funding
- identify and encourage good practice

9. Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education, please visit;

Children in need: <https://www.gov.uk/guidance/children-in-need-census>

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

10. Contact Details

If you have any concern 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/>

If you would like to discuss anything in this privacy notice, please contact the Headteacher, Louise Trim, via the details below:

Address:

Hordle CE (VA) Primary School,
Hordle Lane,
Hordle,
SO41 0FB

Email:

adminoffice@hordle.hants.sch.uk

Telephone:

01425 622657



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Please note; we are happy to help people access their information in a timely manner during term time, but will find it difficult to respond during the school holidays.

11. Software Supplier Pupil and Contact Database

- Staff, Pupil and Contact Database
- Library System
- Online Office Suite (incl. Email, calendar and storage)
- Dinners and Clubs Payments
- Parents Evenings/Learning Reviews
- Secure File Transfer
- Pupil Assessment Data
- Pupil Safeguarding Database
- Form Submission
- Confidential Pupil Safeguarding Information
- Parent Communications
- EYFS Online Learning Journal
- Nursery Administration Software
- CPD Software

	DATE	Ethos	Equality	Practice	Guidance
This policy was reviewed and screened by the Governing Body	2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Next scheduled review:	2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>