



## PRIVACY NOTICE FOR PUPILS

### What is this?

Your School collects a lot of information about you, our pupils, so that we can run effectively as a school. This document, called a “privacy notice” explains how and why we do this, what we do with it and what rights you and your parents have.

Enfield Learning Trust (ELT) is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We have to tell you about how we do this, which is what this notice is about.

### What’s Personal Information?

Personal information is stuff about you – your name, when you were born, how well you are doing in class – is all “personal information”. People sometimes call this “personal data” – same thing, but we don’t use that here because that sometimes makes people think it’s only about information on computers; it’s not!

### How we use your information

We use your information to

- provide you with education
- run things like clubs and trips
- keep you safe, which sometimes includes things like making sure we don’t give you food you are allergic to
- obey the law where that needs us to keep information about you
- make sure the school and trust are being run well
- report to our trustees, the local authority and the government about how we are doing.

### What rules allow us to use your information?

We collect and use your information for the following reasons (called “lawful basis”)

- where we have your consent (if you’re over a certain age), or that of your parents/carers;
- where we have to because a law says we must;
- to prevent you and others coming to harm;
- where it is necessary for something we have to do as a school (“public interest”)

We can’t use any personal information unless we have one of these reasons.

Some of your information is a bit more “special” – so, for example, things about your health you would not like everyone to know. This is called “special category information” and we have to be even more careful with this. We can’t use this information without one of the reasons above AND one of these:

- where we have your *explicit* consent (if you’re over a certain age) or that of your parents/carers – this means we have to say EXACTLY what information we are using and why, and you or your parent/carer must clearly say that’s okay;

- where we have to because a law says we must;
- to prevent you and others coming to harm where there's some reason you can't give consent for us to do this;
- where it is vitally necessary for something we have to do as a school ("substantial public interest")

### **Why do we collect and use your information?**

Mostly, we use your data as a pupil to do the things a school has to do ("statutory functions"), for example:

- a) to decide who to admit to the school;
- b) to maintain a waiting list;
- c) to support your learning;
- d) to monitor and report on your progress;
- e) to provide help with problems that aren't really schoolwork ones, but may affect you in school ("appropriate pastoral care");
- f) to check we're doing the best we can for you ("assess the quality of our services");
- g) to comply with the law where we need to give others your information;
- h) to keep everyone safe;
- i) to promote the school;
- j) to communicate with parents / carers.
- k) so the government can check how well schools are doing.

### **What information do you collect about me?**

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

- a) Your personal information (such as name, unique pupil number and address);
- b) Your personal characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, dietary information);
- c) your attendance information (such as sessions attended, number of absences and absence reasons)
- d) medical information we need to know (for example allergies)
- e) if you have any special education needs
- f) behavioural information
- g) exclusion information
- h) assessment information

Sometimes we need to use other information about you which might be "special" – for example, if there is an issue affecting your safety ("child protection/safeguarding"), or if you get involved in something criminal. We don't usually keep this information, we only keep it where it's needed and only for those pupils where it is required. We may need to share this information with others as needed, such as the child protection team at the local authority or the police.

When we do this, extra care is taken with your information and we only process it as required by law.

### **How do you collect my information?**

We collect information about you when you join the school and update it as and when we are told something is changed. We also collect it as you do things in school, for example the register and what you did in a class.

Most information about you we have to keep because it's the law, but some information you or your parents give us is voluntary. We'll always try to tell you which it is.

Sometimes we need your or parent/carer's consent to use your information, for example where we wish to use photos or images of pupils on our website or on social media to promote school activities. You or your parent/carer may withdraw consent at any time, just tell the school office.

The School also uses CCTV cameras around the school site for security purposes to keep everyone safe. CCTV recordings may be referred to during the course of disciplinary procedures or investigate other issues. Please see our CCTV Guidance & Information document for more details.

### **How do you store my information?**

We keep your information in the school for as long as you are here. When you change schools, we pass your information to your new school.

Some information (accidents, and Child Protection Register information), is kept until you're 25. We review it then to see if it's still needed.

Most of your information is kept electronically on computers, but some is on paper. Wherever we keep it, we make sure it's kept safe. We use "cloud" computing so not all of your data is in the UK, but it's always kept safe. We sometimes have to give information to other countries, for example if we're arranging a school trip or your family has move to another country.

### **Who do you share my information with?**

We routinely share your information with:

- schools that you go to after leaving us;
- our local authority Enfield;
- your home local authority (if it's not Enfield);
- the Department for Education (DfE);
- School Governance;
- the central team (Enfield Learning trust (ELT) who are based at Hazelbury Primary School;
- exam boards;

We may also share pupil information others, including the following:

- Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists;
- Education Welfare Officers;
- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- our HR providers, for example, if we are seeking HR advice and a pupil is involved in an issue;
- our legal advisors;
- our insurance providers / the Risk Protection Arrangement;
- others schools in the Trust;
- social worker;

- Suppliers and service providers – so that they can provide the services we have contracted them for; for example, the School’s Catering Company which holds information on any pupil who has an eating allergy to ensure their safety at lunchtimes;
- Ofsted

Some of the above organisations will be Data Controllers so will be doing different things with your information to what we have said here. We always share as little data as we can to get the things we need done.

### **Why do you share my information?**

We do not share information about you with anyone without consent unless the law requires us, or allows us to do so. There is some sharing we have to do, and this bit we have to say what the government tell us:

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

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

[Early years settings only] We are required to share information with the DfE for the purposes of the Reception baseline assessment and reporting, under [The Early Years Foundation Stage \(Miscellaneous Amendments\) and Childcare Fees \(Amendment\) Regulations 2021](#)

We share pupil appropriate and relevant pupil records during an inspection according to the **Ofsted** Inspection Framework.

**The National Pupil Database (NPD)** is owned and managed by the Department for Education (DfE) 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 pupil information we share with the department, for the purpose of data collections, 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-pupildatabase-user-guide-and-supporting-information>.

The DfE 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 DfE 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>

### **How can I/my parents get my personal data?**

The data protection legislation is very clear that information about you is your information, so you can ask to see it. This is called a "Subject Access Request" (SAR). Your parents/carers can also request your information, but if you're over a certain age we will ask you before giving it to them.

To make a request contact the Headteacher in writing, although any request for personal data will be treated as a Subject Access Request. If you're under 13 we'd generally expect your parents to do this.

We have one calendar month to respond to your request, but this can be extended.

**As the School has limited staff resources outside of term time, we encourage everyone who wants to submit a Subject Access Requests to do so during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible.** This will assist us in responding to your request as promptly as possible. We don't think we will need to extend the response time, which we're able to do when requests are complex. However, if it becomes clear that we do need to extend the response period by up to 2 months, we will let you know.

For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

Parents of pupils who attend academies have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is an independent legal right of parents rather than a pupil's own legal right which falls outside of the data protection law, therefore a pupil's consent is not required even a pupil is able to make their own decisions in relation to their personal data, unless a court order is in place which states otherwise.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact

with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives.

It is therefore possible for a pupil to have several “parents” for the purposes of education law.

### **Do I have other rights?**

Yes, you also have the right to, in some circumstances:

- 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 our data protection responsibilities.

### **Can I talk to someone about my data concerns?**

Yes. Firstly please speak to staff at the school; this is usually the simplest.

If you're not happy with the response you can contact the Data Protection Officer, Steve Durbin, who you can email at [dpoelt@excathedra.solutions](mailto:dpoelt@excathedra.solutions) or call on 020 8142 3936. You can also write to him at Hazelbury Primary School, Hazelbury Road, Edmonton N9 9TT.

If you're still concerned, you can also go directly to the Information Commissioner's Office via their website at <https://ico.org.uk> or call them on 0303 123 1113. You can write to them at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF