

Appendix B Privacy Notices



PRIVACY NOTICE (How we use pupil and parent/carers information)

We, Harbourside Learning Partnership, are a data controller for the purposes of the General Data Protection Regulation. We collect information and may receive information about pupils from previous schools, local authority and/or the Department for Education (DfE). We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Assess the quality of our services;
- To comply with the law regarding data sharing.

This information will include contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility, any special educational needs and relevant medical information.

The lawful basis on which we use this information

We collect and use student information on the basis of the following:

GDPR Article 6

- 1 (a) where consent has been given;
- 1 (c) where it is necessary for us meet our own legal duty;
- 1 (e) data which is necessary to allow the school to function.

GDPR Article 9

- 2 (a) where explicit consent has been given to the processing of personal data.

Education legislation (such as the Education Act 1996). Information can be found on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to.

Storing pupil data

We will hold pupil data and images in line with our 'Use of cameras and Images Policy' which states that 'Harbourside Learning Partnership retention period for images is for the duration of the pupil's time in school plus two years' Copies of these documents can be requested from the school office.

Who we share pupil data with

We share pupil information with:

- Department for Education;
- Local Authority;
- NHS;
- Schools that pupils attend after leaving us;
- Harbourside Learning Partnership;
- Third party providers whose processes are fully quality assured and whose services are educationally relevant.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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.

The department may share information about our students 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

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and use of the data.

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

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

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

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

To contact the DfE:

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

Telephone: 0370 000 2288

Public Communications Unit,
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

If you require more information about how the Local Authority (LA) store and use your information. Please contact the LA as follows:

Jane Stewart
Business Improvement Officer
Children Young People and Learning
Dolphin Centre
Poole
Dorset
BH15 1SA

Telephone: 01202 262731

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. Details of how to make such a request can be found in the Data Protection Policy on the schools' websites.

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;
- Gain intervention into 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.

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 by speaking to the Data Protection Manager in your child's school. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>