

## Privacy Notice for Parents/Carers - Use of your Child's Personal Data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Cams Hill School, Shearwater Avenue, Fareham, Hampshire, are the 'data controller' for the purposes of data protection law.

Our data protection lead is the Deputy Headteacher (see 'Contact us' below).

### The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- contact details, contact preferences, date of birth, identification documents;
- results of internal assessments and externally set tests;
- pupil and curricular records;
- characteristics, such as ethnic background, eligibility for free school meals, or special educational needs;
- exclusion information;
- details of any medical conditions, including physical and mental health;
- attendance information;
- safeguarding information;
- details of any support received, including care packages, plans and support providers;
- photographs;
- CCTV images captured in school.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why We Use This Data

We use this data to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- protect pupil welfare;
- assess the quality of our services;
- administer admissions waiting lists;
- carry out research;
- comply with the law regarding data sharing.

## Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation;
- we need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way;
- we need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting this Information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How We Store this Data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. [The information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

## Data Sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- the local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- the Department for Education;
- the pupil's family and representatives;
- educators and examining bodies;
- Ofsted;
- suppliers and service providers – to enable them to provide the service we have contracted them for;
- financial organisations;
- central and local government;
- our auditors;
- survey and research organisations;
- health authorities;
- security organisations;

- health and social welfare organisations;
- professional advisers and consultants;
- charities and voluntary organisations;
- police forces, courts, tribunals;
- professional bodies.

### **Education and Skills Funding Agency**

The information supplied is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue pupils with a Unique Learner Number (ULN) and to create a Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your child's Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Youth Support Services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Hampshire Futures, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection lead to request that we only pass the individual's name, address and date of birth to Hampshire Futures.

### **Transferring Data Internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents' and Pupils' Rights Regarding Personal Data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- confirmation that their personal data is being processed;
- access to a copy of the data;
- the purposes of the data processing;

- the categories of personal data concerned;
- who the data has been, or will be, shared with;
- how long the data will be stored for, or if this isn't possible, the criteria used to determine this period;
- the source of the data, if not the individual;
- whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter, email or fax to the DPL. They should include:

- name of individual;
- correspondence address;
- contact number and email address;
- details of the information requested.

### **Children and Subject Access Requests**

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

### **Responding to Subject Access Requests**

When responding to requests, we:

- may ask the individual to provide two forms of identification;
- may contact the individual via phone to confirm the request was made;
- will respond without delay and within one month of receipt of the request;
- will provide the information free of charge;
- may tell the individual we will comply within three months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within one month, and explain why the extension is necessary.

We will not disclose information if it:

- might cause serious harm to the physical or mental health of the pupil or another individual;
- would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests;
- is contained in adoption or parental order records;
- is given to a court in proceedings concerning the child.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

## Other rights

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- withdraw their consent to processing at any time;
- ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances);
- prevent use of their personal data for direct marketing;
- challenge processing which has been justified on the basis of public interest;
- request a copy of agreements under which their personal data is transferred outside of the European Economic Area;
- object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them);
- prevent processing that is likely to cause damage or distress;
- be notified of a data breach in certain circumstances;
- make a complaint to the ICO;
- ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

Individuals should submit any request to exercise these rights to the DPL. If staff receive such a request, they must immediately forward it to the DPL.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection lead.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection lead**:

- Deputy Headteacher: 01329 231641 email: [office@camshill.com](mailto:office@camshill.com)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*