



HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

Hornchurch Academy Trust is a company limited by guarantee

Registered in England: Company Number 10760863

Registered Office: Whybridge Junior School, Rainham, Essex, RM13 7AH

www.hornchurchacademy.org

Privacy Notice (How we use pupil information)

HORNCHURCH ACADEMY TRUST is the data controller of the personal information you provide to us. This document provides parents/carers with an insight into how information about pupils is used within our schools.

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

- Personal information (e.g. name, unique pupil number and address)
- Characteristics (e.g. ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (e.g. sessions attended, number of absences and absence reasons)
- Assessment information (e.g. national curriculum assessment results)
- Relevant medical information
- Information relating to SEND
- Behavioural information (e.g. number of temporary exclusions)

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 regarding data sharing
- to safeguard pupils



Mrs K Keeper – Executive Headteacher
Scargill Infant School
Mungo Park Road
RM13 7PL
01708 555707



Mr C W Hobson – CEO/Executive Headteacher
Whybridge Junior School
Blacksmith Lane
RM13 7AH
01708 552870



Mrs A Ireland – Executive Headteacher
Scargill Junior School
Mungo Park Road
RM13 7PL
01708 555677

The lawful basis on which we use this information

We collect and use pupil information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect on 25th May 2018 including Article 6 “lawfulness of processing” and Article 9 “processing of special categories of personal data”

This information can be found in the census guide documents on the following website:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Personal data relating to pupils at Hornchurch Academy Trust and their families is stored in line with the Trust’s GDPR Data Protection Policy.

In accordance with the GDPR the Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Hornchurch Academy Trust schools
- our local authority
- the Department for Education (DfE)
- School Nurse and NHS

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 the (DfE) under regulation 5 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, contact the office.

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

If you would like to discuss anything in this privacy notice, please contact the office.

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Pupil GDPR Privacy Notice Declaration

I have received, read and understood the Hornchurch Academy Trust Pupil Privacy Notice

Parent/Carer of(name of child) Class

Signed..... Parent /Carer

Date