



DATA PROTECTION - PRIVACY NOTICE

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.

Who will own your data once you submit it?

Hartford Manor Primary School and Nursery, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the School Data Protection Officer, Cheshire West & Chester Council.

Why do we need your information?

We use the pupil data for many different purposes including to:

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

What types of personal data do 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
- Assembly/other attendance sheets (not retained)
- 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.

What allows us to use your information?

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 also explain how it 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.

Do you have to provide this information and what will happen if you don't?

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 it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Where do we store your data and how long do we keep it for?

We hold your data in a mix paper of based and electronic systems. This can also include third party systems, for example ParentPay, Tapestry. We also use SIMs as the school's main information management system.

Personal information about pupils is retained 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. Our record retention schedule/records management policy sets out how long we keep information about pupils.

If you would like to see a copy of your record retention schedule/records management policy, please contact the school office.

Who will your information be shared with?

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

- schools that pupils attend after leaving us;
- our local authority – for example, to meet our legal obligations to share certain information with it, such as attendance data, safeguarding concerns and exclusions;
- the Department for Education (DfE).

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

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

- 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. This includes, but is not restricted to: ParentPay, Tapestry, Times Tables Rocks, Parents Evening System, school website provider, Twitter, Flicker.
- Friends of Hartford Manor, for example contact details for events.
- 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.

At the end of your child's nursery and reception education we will provide you with a copy of their electronic Learning Journey. This journal is a record of your child's stay with us and their development along with their friends and classmates. As a result it may include reference to, and pictures of, other children in Reception or Nursery. Your child's name and picture may also appear in the journals of other children. (Our current Learning Journey provider is Tapestry.)

Will your data be transferred abroad and why?

We will not usually transfer your data abroad unless, for example you move away or where, in the future data is stored in the cloud.

What rights do you have when it comes to your data?

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

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data. This is usually where a child is under the age of 12, or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it;
- tell you why we are holding and processing it, and how long we will keep it for;
- explain where we got it from, if not from you or your child;
- tell you who it has been, or will be, shared with;
- let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our [data protection officer](#).

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Head Teacher, head@hartfordmanor.cheshire.sch.uk

Who can you complain to if you are unhappy about how your data is used?

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact the [School Business Manager](#).

If you prefer, you may contact the School's independent Data Protection Officer direct at:

Schools Data Protection Officer
Cheshire West and Chester Council,
HQ, 58 Nicholas Street,
Chester,

CH1 2NP

Email: schoolDPO@cheshirewestandchester.gov.uk

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 officer](#).

School Data Protection Officer, Cheshire West & Chester Council,
SchoolDPO@cheshirewestandchester.gov.uk

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.