

Privacy Notice for Pupils - Hayton School

(How we use pupil information)

Hayton School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this Privacy Notice.

The categories of pupil information that we process include:

- personal identifiers & contacts like name, address, unique pupil number, contact details etc.
- characteristics like ethnicity, language, free school meal & pupil premium eligibility etc.
- image and voice recordings taken for assessment, celebration and in CCTV for safety and security reasons
- safeguarding information like court orders and the involvement of other professionals.
- special educational needs including the needs and ranking.
- medical information like doctors' details, child health, dental health, allergies, medicines, and dietary requirements.
- Family financial information like bank details and entitlement to meals, transport and premium funding to manage catering, school trips etc.
- attendance like sessions attended, absences, absence reasons, previous schools attended.
- assessment and attainment like key stage 1 and phonics results, SATS results and any relevant results.
- behavioural information like behaviour management plans, exclusions and alternative educational provision.

Why we collect and use this information

The personal data we collect is essential for the school to fulfil official functions and meet legal requirements and we use it to:

- a) support learning,
- b) monitor and report on pupil attainment progress,
- c) provide appropriate pastoral care,
- d) assess the quality of what we do,
- e) keep children safe e.g. food allergies, emergency contact details, CCTV,
- f) meet the statutory duties placed on us for the Department for Education (DfE) data collections,
- g) meet the statutory duty placed upon us to report infectious diseases e.g. supporting test and trace,
- h) to record our own school history.

Under UK GDPR, the lawful bases we rely on for processing personal pupil information are:

6(1)(e) to perform a task carried out in the public interest i.e. to provide education.

6(1)(b) to enter into or carry out a contract e.g. to provide safe meals, trips, transport, uniform, professional photos, childcare.

6(1)(c) to comply with the law e.g. recording attendance, publishing results, recording the census (see Sharing with the DfE below), data sharing with child protection partners like social care, the NHS, and the Local Authority etc.

6(1)(a) having your consent e.g. to use images and names publicly, or use biometric data as an identifier.

When we process sensitive personal information like medical data we rely on the lawful bases:

- 9(2)(h) to prevent medical problems, assess needs, and to support health & social care services e.g. Education Health & Care Plans (EHCP), records of medicine administration.
- 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, pandemic or e-Coli, to local and national government departments;
- 9(2)(f) to make or defend legal claims e.g. some special educational needs and all accident records etc.

This list is not exhaustive. For more information about the categories of information we process please see our Data Protection Policy on our school website

<https://www.hayton.cumbria.sch.uk/information/policies.html>

Collecting pupil data

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous schools.

Most of the pupil information we ask for is required by law or necessary so we can provide a good education and some of it is voluntary. To comply with UK GDPR, if you have a choice about providing information, we will tell you when we ask for it.

Storing pupil data

We hold pupil data securely in line with the Information and Records Management Society (IRMS) [Records Management Toolkit for Schools](#). This personal data is retained for a wide range of time periods from days after a successful trip for the consent form to many years after a pupil has left us for an accident report. For more information about how long we keep some information for and why (data retention), and how we keep the data safe, please visit our Data Protection Policy on the School Website

<https://www.hayton.cumbria.sch.uk/information/policies.html>

Who we share pupil information with and why

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like School to School, via a contractor's secure data sharing system like our online school trips safety system, and sometimes in other secure ways.

We routinely share pupil information with:

- Schools and other education providers pupils go to after leaving us to support their continuing education.
- Child development and protection partners like Cumbria County Council Children's Services, Public Health, Inclusion & Social Care etc. to check attendance, monitor and protect children; the NHS for medical referrals & support; private companies offering counselling and other family or support services. The DfE to help decide our school funding, monitor attainment & benchmark it nationally, compile league tables, develop national education policy and monitor it.
- Our Local Authority to ensure they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.
- Medical services like therapists, the school nurse, or the NHS for things like screening, vaccinations, health/ eye/ dental checks, Education Health and Care Plan (EHCP) provision etc. and Public Health England about certain contagious infections our pupils come into contact with.
- Government departments like Public Health England, Local Authority Public Health, and District Council Environmental Health Departments to comply with the law and support public health emergency action;
 - Voluntary and charitable organisations (with your permission only), such as Barnardo's, our local Foodbank and similar organisations who can offer families practical help and support.

Sharing with the Department for Education (DfE)

The DfE collects personal data from educational settings and local authorities via various statutory data collections (as above). We are required to share this information about our pupils with them directly or via our local authority for the purpose of those data collections, under section 29(3) and section 537A of the [Education Act 1996](#); under the [Education \(School Performance Information\)\(England\) Regulations 2007](#); under regulations 5 and 8 of the [School Information \(England\) Regulations 2008](#); under the [Education \(Pupil Registration\) \(England\) Regulations 2006](#); under [section 83 of the Children Act 1989](#) (for monitoring and research purposes); and for census purposes under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see the section on 'How Government uses your data' below.

Requesting access to your personal data

Under UK GDPR, parents, carers, 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, please contact the Head Teacher (head@hayton.cumbria.sch.uk) or the Data Protection Office (dpo@hayton.cumbria.sch.uk).

Depending on which lawful basis above was used to process the data, you may 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
- seek redress, either through the ICO, or through the courts.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice below.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Head Teacher (head@hayton.cumbria.sch.uk).

Last updated

This privacy notice was compiled using [DfE advice and model documents](#). We may need to review it periodically, so we recommend that you revisit this information from time to time. This version was last updated on 28th February 2022.

Contact

If you would like to discuss anything in this privacy notice, please contact: the Head Teacher or the Data Protection Officer.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)

Much of the data about pupils in England is held in the National Pupil Database (NPD).

The NPD is owned and managed by the 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.

To find out more about the NPD, go to www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

Sharing by the DfE

The law allows the DfE to share pupils’ personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the DfE’s NPD data sharing process, please visit: www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the DfE has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they’re holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the DfE, please make a ‘subject access request’ to them. Find out how in the DfE’s personal information charter published at:

www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the DfE go to: www.gov.uk/contact-dfe.



Privacy Notice for Staff – Hayton School

(How we use school workforce information)

Hayton School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this Privacy Notice.

The categories of school workforce information that we process include:

- Personal information like name, address, contact details, employee or teacher number, national insurance number & bank account details.
- Special categories of data like medical information for emergency or occupational health reasons; criminal conviction or social care action information for legal and safeguarding reasons; and protected characteristics information like gender, age, ethnic group etc.
- Contract information like start dates, hours worked, post, roles, salary information, and pre-employment vetting information like references;
- Work absence information like the number of absences and reasons;
- Qualifications and, where relevant, subjects or specialisms taught.
- CCTV recordings for safety and security reasons

Why we collect and use this information

We use school workforce data to:

- a) Provide us with a comprehensive picture of our workforce, how it is deployed, how it can be developed, and how it can be kept safe;
- b) recruit appropriately and to inform the development of recruitment and retention policies;
- c) enable individuals to be evaluated and developed in their career and be paid.

Under UK GDPR, the lawful bases we rely on for processing for processing personal workforce information are:

- 6(1)(b) to enter into or carry out a contract e.g. to employ people or buy and use services.
- 6(1)(c) to comply with the law e.g. recording sickness absence for benefits purposes, data sharing with child protection partners like social care, the NHS, and the Local Authority etc.
- 6(1)(a) having consent e.g. to use images and names in publicity.

When we process sensitive personal information like medical data or criminal history, we rely on lawful bases:

- 9(2)(a) having consent e.g. for referral to occupational health or other support services.
- 9(2)(b) to comply with the law e.g. pre-employment criminal record checks, providing reasonable adjustments for work or interview.
- 9(2)(h) for preventative or occupational medicine or to assess the work capacity of an employee;
- 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, pandemic or e-Coli, to local and national government departments;
- 9(2)(f) to make or defend legal claims e.g. some special educational needs records which include details about the staff involved, and all accident records etc.

This list is not exhaustive. For more information about the categories of information we process please see our Data Protection Policy on our school website

<https://www.hayton.cumbria.sch.uk/information/policies.html>

Collecting school workforce information

We collect personal information via

- Letter of Application and Application Forms
- References
- Banking details supplied by Data subject
- DBS
- Staff Suitability Declaration
- Staff Emergency Contact Forms
- Data subject declaring medical information (Fit2Work)

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with UK GDPR, if you have a choice about providing information, we will tell you when we ask for it.

Storing school workforce information

We hold school workforce data securely in line with the Information and Records Management Society (IRMS) [Records Management Toolkit for Schools](#). Most data about staff is kept for between 6 months and 6 years after an event or the ending of a contract, although some is kept for much longer e.g. first aid and accident records that also involved children. Unsuccessful applicant data is kept for 6 months after the date of appointment. For more information about how long we keep some information for and why (data retention), and how we keep the data safe, please visit our Data Protection Policy on the school website <https://www.hayton.cumbria.sch.uk/information/policies.html>

Who we share school workforce information with and why

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like School to School, via a contractor's secure data sharing system like our online school trips safety system, and sometimes in other secure ways.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring.

We are required to share information about our employees with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We also share school workforce information with:

- our payroll and pensions service provider to pay people;
- the Local Government Pension scheme (Your Pension Service) to manage pension contributions;
- HMRC for legal and tax reasons;
- organisations involved with our children like the local authority or other partner professionals who need the names, job titles, contact details and perhaps qualifications of our employees, the places we take children to on trips who might need more personal information like next of kin and medical needs, and workforce development organisations like training providers;
- Public Health England and, to support Covid-19 testing and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public health and District Council Environmental Health Departments;
- Occupational Health and similar staff support services only with the consent of the individual.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. The law requires us to share information about our school workforce with the Department for Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under UK GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Head Teacher (head@hayton.cumbria.sch.uk) or the Data Protection Office (dpo@hayton.cumbria.sch.uk).

Depending on which lawful basis above was used to process the data, you may also have a 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
- a right to seek redress, either through the ICO, or through the courts

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/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

If we are only processing your personal data because you consented, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Head Teacher (head@hayton.cumbria.sch.uk).

Last updated

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Contact

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How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure

- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the department: www.gov.uk/contact-dfe.



Privacy Notice for Governors – Hayton School

Privacy Notice (How we use governance information)

Hayton School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this Privacy Notice.

The categories of governance information that we process include:

- personal information like name, date of birth, gender identity, contact details including address and postcode;
- financial or business information like a governor's outside financial or business interests, or bank details for expense payments;
- Special categories of data like criminal conviction or social care action information for legal and safeguarding reasons, next of kin and medical information (if they accompany trips), and characteristics information like gender identity or religion.
- governance details like their role, start and end dates and governor ID.
- CCTV recordings for safety and security reasons.

Why we collect and use this information

The personal data we collect is essential to fulfil our official functions and meet legal requirements.

We are a maintained school and have a legal duty under [section 538 of the Education Act 1996](#) to provide governance information to the Get Information About Schools (GIAS) scheme online.

We also use governor data to:

- d) comply with the law and keep governors safe;
- e) recruit appropriately; and
- f) enable individuals to be paid expenses.

Under UK GDPR, the lawful bases we rely on for processing personal governance information are:

- 6(1)(b) to enter into or carry out a contract e.g. to appoint governors, include them in services we buy like access to online subscriptions we hold, or to engage with our training or activity providers.
- 6(1)(c) to comply with the law e.g. publishing information on our website and submitting data to GIAS.
- 6(1)(a) having consent e.g. to use images and names in publicity.

When we process sensitive personal information like medical data or criminal history we rely on lawful bases:

- 9(2)(a) having consent e.g. for referral to occupational health or other support services.
- 9(2)(b) to comply with the law e.g. pre-appointment criminal record checks, providing reasonable adjustments to governor tasks or election procedures.
- 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, pandemic or e-Coli, to local and national government departments;
- 9(2)(f) to make or defend a legal claim e.g. all accident records etc.

This list is not exhaustive. For more information about the categories of information we process please see our Data Protection Policy on our school website

<https://www.hayton.cumbria.sch.uk/information/policies.html>.

Collecting governance information

We collect personal information via governor contact forms.

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with data protection legislation, if you have a choice about providing information, we will tell you when we ask for it.

Storing governance information

We hold governor data securely in line with the Information and Records Management Society (IRMS) [Records Management Toolkit for Schools](#). Most data about governors is kept for between 6 months and 6 years after an election or term of office ends, although some is kept for much longer e.g. minutes of governor meetings showing attendees are kept for the lifetime of a school. For more information about how long we keep some information for and why (data retention), and how we keep the data safe, please see our Data Protection Policy on the school website

<https://www.hayton.cumbria.sch.uk/information/policies.html>

Who we share governance information with and why

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so. The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like GIAS, and sometimes in other secure ways.

We routinely share governor information with:

- our local authority (as above);
- our financial services provider to pay expenses;
- Public Health England and, to support Covid-19 testing and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public Health and District Council Environmental Health Departments;
- other organisations like an off-site training or activity provider that needs next of kin or medical details to manage them safely, and third-party service providers like online subscriptions, but usually only with consent.

Sharing with the Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our governors with the Department for Education (DfE) under [section 538 of the Education Act 1996](#).

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under UK GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Head Teacher (head@hayton.cumbria.sch.uk) or the Data Protection Officer (dpo@hayton.cumbria.sch.uk).

Depending on which lawful basis above was used to process the data, you may also have a 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 some circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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/>.

For more information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

If we are only processing your personal data because you consented, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Head Teacher (head@hayton.cumbria.sch.uk) or the Data Protection Officer (dpo@hayton.cumbria.sch.uk).

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Contact

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How Government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements;
- enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- allow the DfE to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role.

Data collection requirements

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the department: www.gov.uk/contact-dfe.