



## Privacy Notice for Hayton School

### (How we use Pupil Information)

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- We collect data relating to School trips (for Health and safety reasons), School meal information such as allergies etc.

#### 1.2. Why we collect and use this information

We collect and use the pupil information, for the following purposes: and under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are noted in **RED (article 6)** and **BLUE (article 9)**

- to support pupil learning: **6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller i.e. to educate the child.**
- to monitor and report on pupil attainment progress: **6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller i.e. to educate the child.**
- to provide appropriate pastoral care: **6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller i.e. to educate the child.**  
**9(2)(c) Necessary to protect the vital interests of a data subject**
- to assess the quality of our services: **6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.**
- to keep children safe (food allergies, or emergency contact details): **6(1)(d) Necessary to protect the vital interests of a data subject or another person 9(2)(h) For preventative/occupational medical reasons;**
- to meet statutory duties placed upon us by the department for Education **6(1)(c) Necessary for compliance with a legal obligation**

#### 1.3. How we collect pupil information

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 school

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us

#### 1.4. How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule, based on government guidance and it is available on request.

## 1.5. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- local authorities
- the Department for Education (DfE).
- The School Nurse Service and Medical practitioners
- 3<sup>rd</sup> party providers such as Educational providers e.g. Robin Wood
- The School's IT provider
- Parents should be aware that the School regularly works in partnership with the University of Cumbria in the training of teachers. These Teachers in Training are bound by the same professional standards as other staff at the School and must treat pupil data with the same level of confidentiality and care.

## 1.6. Why we regularly 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 this information in order to inform future education providers of the progress made by the child, to ensure the safety of the child on Educational visits and to allow their educational, physical and medical development to be fully maximised. We take every step to ensure the safe onward delivery of the data we store on our pupils. 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 pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- regulation 5 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 'How Government uses your data' section.

### Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## 1.7. Requesting access to your personal data

Under GDPR, 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 Mrs Sue Lingard, [head@hayton.cumbria.sch.uk](mailto:head@hayton.cumbria.sch.uk) /DPO Gerard Barr on [gerardbarr57@gmail.com](mailto:gerardbarr57@gmail.com)

Depending on the lawful basis above, you may also have the right to:

- ask for us to access to information that we hold on you
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- 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
- withdraw your consent if consent is the basis by which we hold your data. You can do this by contacting the named persons below

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

## 1.8. Last updated

We may need to update this privacy notice periodically so we recommend that you visit this information from time to time. This version was last updated on 20<sup>th</sup> October 2019.

## 1.9. Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Sue Lingard, head@hayton.cumbria.sch.uk /DPO Gerard Barr on gerardbarr57@gmail.com

## 1.10. 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, 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 use 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)

Much of the data about pupils in England goes on to be held in 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.

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

### Sharing by the Department

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

- schools
- 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 department's NPD data sharing process, please visit:

<https://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 department 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/national-pupil-database-requests-received>

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

# Privacy Notice for Hayton School

## (How we use School Workforce Information)

### The categories of school information that we process include:

- personal information (such as name, contact details, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Record of successful DBS check on Single Central Register
- Payroll information
- Emergency Contact information
- Relevant medical information

### Why we collect and use workforce information

We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed  
*6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller 9(2)(b) Necessary to meet obligations under employment, social security or social protection law, or a collective agreement*
- inform the development of recruitment and retention policies  
*6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. 9(2)(f) For the establishment, exercise or defence of legal claims or court judicial capacity*
- enable individuals to be paid  
*6(1)(b) Necessary for the performance of a contract with the data subject or to take steps to enter into a contract 9(2)(b) Necessary to meet obligations under employment, social security or social protection law, or a collective agreement*
- Keep records of any workforce illness.  
*6(1)(c) Necessary for compliance with a legal obligation 9(2)(h) For preventative/occupational medicine; assessing work capacity of an employee, medical diagnosis, providing health/social care/ treatment or management of healthcare services under EU/National law or contract with a health professional*

### Collecting workforce information

We collect personal information via

- Letter of Application and Application Forms
- References
- Banking details supplied by Data subject
- DBS
- Staff Suitability Declaration

- Data subject declaring medical info (Fit2Work)

Workforce data is essential for the school's /local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

### **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. This retention schedule is available from the Headteacher on request.

Workforce information is safely stored on the School network and is protected by password and encryption where necessary. Any hard copies are stored in locked filing cabinets and offices. Where staff details are passed to a 3<sup>rd</sup> party e.g. those who organise our payroll, this is also done through secure password and encryption protected means.

### **Who we share workforce information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- academy chains / federations / Multi Academy Trusts (MATs).
- A payroll provider if not the LA
- Teachers' Pension Agency
- Other pension service

### **Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

#### **Local authority**

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

#### **Department for Education (DfE)**

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 pupils with the (DfE) 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 data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Sue Lingard, head@hayton.cumbria.sch.uk /DPO Gerard Barr on gerardbarr57@gmail.com

Depending on the lawful basis above 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
- 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 ask 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: Mrs Sue Lingard, head@hayton.cumbria.sch.uk /DPO Gerard Barr on gerardbarr57@gmail.com

## 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.

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



## Privacy Notice for Hayton School

### Privacy Notice Governors (How we use personal information on Governors)

Hayton School is the data controller for governor information.

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- A personal email address
- Information of Governor special interests/skills such as business interests
- Details of attendance at Governors meetings.
- Record of successful DBS check on Single Central Register

### Why we collect and use governor information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to enable us to contact you and share information relevant to governance
- c) to create governor email and network access
- d) to best utilise the individual skills of each governor for the benefit of the School

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

for the purpose **a)** named above: *6(1)(c) Necessary for compliance with a legal obligation.*

for the purpose **b)** named above: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

for the purpose **c)** named above: *6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.*

For the purpose **d)** named above: *6(1)(a) Consent of the data subject*

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

for the purpose **a)** named above: *9(2)(a) Explicit consent of data subject, unless prohibited by EU/National law. 9(2)(e) Processing relates to personal data manifestly made public by the data subject*

### Collecting governor information

We collect personal information via: Governor Self Declaration Form, Related Parties Form, PSC

Register, Companies House Appointment of Director

We collect personal information via the submission of data collection forms to the Clerk to Governors, and the use of the Disclosure and Barring Service.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

### **Storing governor information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask to see the School's Retention Schedule available from the Headteacher.

Data retention is informed by the IRMS Information for Schools Toolkit and information from the LEA. This information is regularly checked by the Data Protection Officer and the Schedule will be reviewed on an annual basis.

Data is held as hard copies in Secure Governor files onsite and is also uploaded to the DFE GIAS system.

Some data is held digitally and may be displayed on the School website.

### **Who we share governor information with**

We routinely share this information with:

- Our local authority (where applicable)
- the Department for Education (DfE)
- Companies House

### **Why we share governor information**

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so. Information is transferred by the School's Secure Access Account (DFE) and secure email.

### **Department for Education**

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

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 GDPR 2018, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Sue Lingard, head@hayton.cumbria.sch.uk /DPO Gerard Barr on gerardbarr57@gmail.com

Under certain circumstances you also have the right to:

- ask for us to access to information that we hold on you
  - request the deletion or removal of personal data where there is no compelling reason for its continued processing
  - restrict our processing of your personal data (i.e. permitting its storage but no further processing)
  - 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
- withdraw your consent if consent is the basis by which we hold your data. You can do this by contacting the named persons below

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

**Last updated** This version was last updated on 20<sup>th</sup> October 2019

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Sue Lingard, head@hayton.cumbria.sch.uk /DPO Gerard Barr on gerardbarr57@gmail.com

## How Government uses your data

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

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 Department for Education 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:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

## Privacy Notice

### (How we use personal information to gather information about schools - GIAS)

#### The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- A personal email address
- Information of Governor special interests/skills such as business interests
- Details of attendance at Governors meetings.
- Record of successful DBS check on Single Central Register

#### Why we collect and use governor information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to enable us to contact you and share information relevant to governance
- c) to create governor email and network access
- d) to best utilise the individual skills of each governor for the benefit of the School

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

for the purpose **a)** named above: *6(1)(c) Necessary for compliance with a legal obligation.*

for the purpose **b)** named above: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

for the purpose **c)** named above: *6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.*

For the purpose **d)** named above: *6(1)(a) Consent of the data subject*

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

#### Collecting governance information

We collect personal information via governor contact forms.

Governance data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask to see the School's Retention Schedule available from the Headteacher.

Data retention is informed by the IRMS Information for Schools Toolkit and information from the LEA. This information is regularly checked by the Data Protection Officer and the Schedule will be reviewed on an annual basis.

## Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

## Why we share governor information

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

### Local authority

We are required to share information about our governors with our local authority (LA)

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance 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 data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Sue Lingard, [head@hayton.cumbria.sch.uk](mailto:head@hayton.cumbria.sch.uk) /DPO Gerard Barr on [gerardbarr57@gmail.com](mailto:gerardbarr57@gmail.com)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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.

### **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 Mrs Sue Lingard, [head@hayton.cumbria.sch.uk](mailto:head@hayton.cumbria.sch.uk) /DPO Gerard Barr on [gerardbarr57@gmail.com](mailto:gerardbarr57@gmail.com)

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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
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 Department for Education 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:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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