



## **GRANGE INFANT SCHOOL** **PRIVACY NOTICE for LAC-SEN**

Grange Infant School is committed to protecting the privacy and security of our LAC-SEN pupil personal information. The personal data is required for the school to fulfil their official functions and meet legal requirements. This privacy notice explains how we collect, store and use personal data about pupils.

Grange Infant School is the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer (DPO) is Mrs Fairs and can be contacted at [adminoffice@grange-inf.hants.sch.uk](mailto:adminoffice@grange-inf.hants.sch.uk)

### **The categories of personal information that we process include:**

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

### **Why we collect and use this information**

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care
- contribute to improving pupil's health and reducing inequalities
- protect pupil welfare
- to comply with the law regarding data sharing

The lawful basis for processing personal information is set out in Article 6 of the UK GDPR and must apply when we use personal data. The UK GDPR allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a pupil or other person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When processing special category data, set out in Article 9 of the GDPR, we will ensure a condition for processing applies.

### **Collecting this information**

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with UK 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 and we will tell you what you need to do if you do not want to share this information with us.

### **Storing personal data**

We keep personal information about pupils while they are attending our school in accordance with Hampshire County Council (HCC) retention schedule policy. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. If you would like to see a copy of the Children's Services retention schedule, please contact the Children's Services Subject Access Request (SAR):

Children's Services Subject Access Request (SAR) Team

Hampshire County Council

Elizabeth II Court North

The Castle, Winchester

Hampshire SO23 8UG

Email: [childrens.services.sar@hants.gov.uk](mailto:childrens.services.sar@hants.gov.uk)

Web: <https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection/subjectaccessrequest>

### **Who we share this information with**

We routinely share this information with:

- the Department for Education (DfE)
- Schools that the pupils attend after leaving us
- Our Local Authority (LA)
- School nurse, NHS
- External support services

### **Why we share this information**

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE) – to support these children and monitor their progress
- Health and social welfare organisations – to meet our legal obligation contribute to improving pupil's health and reducing inequalities
- Professional advisers and consultants - to meet our legal obligations to protect the pupils welfare
- Police forces, courts, - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Professional bodies – to meet our legal obligation contribute to improving pupil's health and reducing inequalities

### **The Department for Education**

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children in need and children looked after with the DfE for the purpose of those data collections, under:

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also 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 about the department's data sharing process, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### **Requesting access to your personal data**

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact the school's DPO, Mrs Fairs, at [adminoffice@grange-inf.hants.sch.uk](mailto:adminoffice@grange-inf.hants.sch.uk) alternatively contact the Headteacher.

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 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/>

### **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 Miss Myers, the Headteacher.

### **How Government uses your data**

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

- develop national policies
- manage local authority performance
- administer and allocate funding
- identify and encourage good practice

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education go to: Children in need: <https://www.gov.uk/guidance/children-in-need-census>

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

### **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 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 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/df-external-data-shares>

### 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>

### 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 officer. 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:

If you would like to discuss anything in this privacy notice, please contact:

- Miss Myers, Headteacher or DPO, Mrs Fairs.

*This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.*

Signed  
Headteacher



Signed  
Chair of Governors



**Reviewed:** 17<sup>th</sup> January 2024

**Next Review:** December 2024