



The Horsell Village School

Church Hill
Horsell
Woking
Surrey
GU21 4QQ

21st May 2018

General Data Protection Regulation (GDPR) Privacy Notice

Dear Parents

Who processes your information?

The Horsell Village School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Fiona Girdler acts as a representative for the school with regard to its data controller responsibilities; they can be contacted via the school office or email admin@horsell-village.surrey.sch.uk.

In some cases, your data will be outsourced to a third party processors; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that The Horsell Village School upholds are imposed on the processor.

Kerri Comerford is the Data Protection Officer (DPO). The DPO's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the General Data Protection Regulation, they can be contacted via the school office or governors@horsell-village.surrey.sch.uk.

Why do we collect and use your information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

The Horsell Village School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, the Local Authority (LA) and/or the Department for Education (DfE). We

collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our service
- to comply with the law regarding data sharing
- to safeguard pupils

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- personal information (names, unique pupil number and contact details)
- characteristics (ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (sessions attended, number of absences and absence reasons)
- assessment information (national curriculum assessment results)
- relevant medical information
- information relating to Special Education Needs (SEND) and/or English as an Additional Language (EAL)
- behavioural information (number of temporary exclusions)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. In order to comply with GDPR the school will inform you whether you are required to provide certain pupil information to us or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

In accordance with the GDPR the school 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.

Will my information be shared?

The Horsell Village School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority (LA)
- The NHS
- School Nurse
- The Department for Education (DfE)

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 National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

What are your rights?

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 please see the GDPR Data Protection Policy on the schools website for the request form. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- Be informed about how The Horsell Village School uses your personal data
- Request access to the personal data that The Horsell Village School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted

- Object to your personal data being processed.

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Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way The Horsell Village School and/or the DfE is 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 (ICO) at <https://ico.org.uk/concerns/>.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website to view our GDPR Data Protection Policy.

Yours sincerely

Elaine Cooper
Headteacher