



## GDPR Privacy Notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulations (GDPR) comes into effect on 25 May 2018.

### Who processes your information?

The Hills Academy 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. Mrs Sarah Dickson acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01234 266498 or [office@thehills.beds.sch.uk](mailto:office@thehills.beds.sch.uk).

In some cases, your data will be outsourced to a third party processor; 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 Hills Academy upholds are imposed on the processor.

Mr R Watson is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01234 266498 or [office@thehills.beds.sch.uk](mailto:office@thehills.beds.sch.uk).

### Why do we collect and use your information?

The Hills Academy 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, LA and/or the 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
- 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

### Which data is collected?

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

- Personal information – e.g. names, parent contact information, pupil numbers, addresses and date of birth
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information

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- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with information with regards to the reasons the data is being collected and how the data will be used. Parent information may include national insurance numbers eg Nursery funding forms. We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools that your child attends after leaving us
- Bedford Borough Council Local Authority (LA)
- The Department for Education (DfE)
- Callparents Contact group
- Cool Milk
- School Nursing team
- Catering Company
- School Photographer
- Microlibrarian
- Target Tracker
- Premier Sport

### **How long is your data stored for?**

Personal data relating to pupils at The Hills Academy and their families is stored in line with the school's GDPR Data Protection Policy. 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. Information that needs to be disposed of, will be deleted from the school data system and any paper copies will be securely shredded and a certificate acquired.

We collect emergency contact information including names, addresses, mobile numbers and email addresses from you. In order to be more environmentally-friendly, we communicate school information via Callparents text messaging. We collect ethnicity information, special education needs, meal preferences and travel arrangements for use in the Annual School Census and Local Authority data captures. We collect medical information and food allergy information in order to provide appropriate care within school.

We collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed as well as statutory assessment data.

We ask for consent forms to be completed by parents for school photos and school trips where the children will need to be identified for a funding purpose. We can also receive electronic data transfers from previous or primary schools via the DfES's Secure Access site providing previous attendance history.

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## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Hills Academy uses your personal data.
- Request access to the personal data that The Hills Academy 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.

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 Hills Academy and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm <https://ico.org.uk/concerns/>

## Where can you find out more information?

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

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.bedford.gov.uk](http://www.bedford.gov.uk) and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information.

Please contact the LA or DfE as follows:

### **Policy, Performance, Partnerships & Communications**

Bedford Borough Council 6th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP,

### **Public Communications Unit**

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

## Contact:

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