



Privacy Notice



Data sources

The Perins Multi Academy Trust holds personal data about its pupils and so is a 'data controller' in respect of this for the purposes of the **General Data Protection Regulations 2016 (GDPR)**. **Sun Hill Junior School** is a trading name of The Perins MAT. **Sun Hill Junior School** is a 'data processor' for the purposes of GDPR.

Collecting Information

We collect information from pupils and their parents and may also receive information from places such as a pupil's previous school; Hampshire County Council (or other council if you move into Hampshire) during the admission process, and the government's Learning Records Service. These are 'data sources.' A list of data sources is available on request. Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Why do we collect and use personal information?

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral and medical care;
- contribute to improving health and reducing inequalities;
- undertake statistical forecasting and planning;
- to assess the quality of our services and how well our school is doing; and
- to comply with the law regarding data sharing

There may be other reasons for using personal data we hold; a full list of uses is available on request

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The data we hold may include contact details, assessment results, attendance information, modes of travel, personal characteristics such as ethnic group, any special educational needs and any relevant medical information. There are lots more things and a more comprehensive list of the personal data we hold is available on request

The government's Learning Records Service may provide details of any learning or qualifications pupils have undertaken in the past, such as Key Stage 1 and Key Stage 2 results. If a pupil leaves Sun Hill Junior School



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to go to another school, we must pass information on to their new school (if it is in the United Kingdom or a European country), and that school will be similarly bound by the General Data Protection Regulations.

The General Data Protection Regulation allows us to collect and use your information either: with your permission (consent); or where we are complying with a legal requirement; or where processing is necessary to protect the vital interests (health and safety) of you or another person; **or 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.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

This means that a school works in the public interest and under Article 6 of the GDPR this is the basis for us processing almost all of the data that we hold. We will need and ask for your permission (consent) to use some data for other purposes. You will be able to choose whether you agree to this or not and will be able to change your mind.

Some information we hold is 'Special Category' information. This can be any one of:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation.

Our **lawful basis** for processing special category information under Article 9 of the GDPR is that it is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. A list of organisations with whom we share data or who process data on our behalf is available on request

Department for Education

We must, by law, pass some information onto the Department for Education (DfE) and, in turn, this information will be made available for the use of the Local Authority (Hampshire County Council). We have local arrangements with the Local Authority where some of the information transferred via the DfE is also passed directly onto them. We also have local arrangements in place where the school exchanges limited information with the school nurse.



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We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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>.

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.

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

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

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

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



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For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Parents and students should also be aware that there are CCTV cameras on the school site and images are recorded for security purposes. These may be viewed by school staff and the Police. Data may be passed onto the Police if required and requested by them.

If you wish to access your personal data or have any questions about this information, then please contact the Perins MAT Data Protection Officer:

- The Data Protection Officer, The Perins MAT, Perins School, Pound Hill, Alresford SO24 9BS.

Website: www.perins.net

Email: datamanager@perins.hants.sch.uk

Telephone: 01962 734361

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:

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link:

http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

For the DfE:

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

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:

- Data Protection Team
Children's Services
Elizabeth II Court (North)
The Castle
WINCHESTER
SO23 8UQ

Website: <http://www3.hants.gov.uk/learning>



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email: childrens.services.dp@hants.gov.uk

Telephone: 01962 845320

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

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

Telephone: 0370 000 2288