

HILLSIDE JUNIOR SCHOOL



Data Protection Act 1998: How we use pupil information

Privacy/fair processing notice

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Personal Information such as name, unique pupil number and address
- Attendance Information such as sessions attended, number of absences and absence reasons
- Data on pupil characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment information, relevant medical information, special educational needs information, exclusion/behavioural information

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of our Data Protection Policy.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.