



Squirrel Hayes First School  
Springfield Road  
Biddulph  
Stoke On Trent  
ST8 7DF  
Headteacher: Mrs. E. J. Pickford  
Telephone: 01782 973820  
Twitter: @squirrelhayes  
Facebook: facebook.com/squirrelhayes

December 2024

Privacy Notice (How we use Pupil Information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Squirrel Hayes First School, Springfield Road, Biddulph, Staffordshire, ST8 7DF are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is:

Hedda Motherwell

Data Protection Officer

Staffordshire County Council

Staffordshire Place 1

Stafford, Staffordshire

ST16 2DH

Telephone: 01785 278109

Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

The categories of pupil information that we collect, hold and share include, but is not restricted to:

- Personal identifiers and contacts (such as name, unique pupil number, address, contact details, contact preferences, date of birth, identification documents)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and special educational needs)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information

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- Assessment and attainment (such as key stage 1 and phonics results and any relevant results)
- Behavioral information (such as exclusions and any relevant alternative provision put in place)
- Details of any medical conditions and administration, including physical and mental health (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Information relating to 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)
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

**We collect and use this information for the following purposes:**

- to support pupil learning
- to monitor and report on pupil progress

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- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to protect pupil welfare
- to administer admissions waiting lists
- to carry out research
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties upon us for the Department for Education (DfE) data collections

#### The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### Collecting pupil information

Pupil data is essential for the schools' operational use. 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 collect pupil information via registration forms, data collection sheets (at the start of the academic year) or Common Transfer File (CTF) or secure file transfer from a previous school.

### Storing pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule outlines how long we keep information about pupils.

A copy of our retention schedule can be found;

<http://www.squirrelhayes.staffs.sch.uk/school-policies/>

### Who we share pupil information with

We routinely share pupil information with:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Schools that the pupil's attend after leaving us
- The Department for Education (DfE)
- The pupils family and representatives
- Our regulator - Ofsted
- Educators and examining bodies
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations

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- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- School Nurse

### Why we share pupil information

We do not share information about our pupils 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.

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. All data is transferred securely and held by the Department of Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

### Data collection requirements:

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>.

### Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) 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 of Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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### 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. 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 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

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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.

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>

To contact DfE: <https://www.gov.uk/contact-dfe>

### Parents and pupils' right regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **Educational Record**. To request access please contact The School Office on 01782 973820.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- to ask us for access to information about you that we hold
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

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- 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
- claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our data protection officer.

### 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:

Squirrel Hayes First School on 01782 973820 or contact the Data Protection Officer on [infogov@staffordshire.gov.uk](mailto:infogov@staffordshire.gov.uk)

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