

## Privacy Notice for Normanton House School Pupils

Normanton House School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### Who Collects This Information

Normanton House School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils.

Under UK data protection law, individuals have a right to be informed about how our 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.

We, Normanton House School, are the ‘data controller’ for the purposes of UK data protection law.

### The categories of pupil information that we process include:

- Personal information such as name, pupil number, date of birth, gender and contact information
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 2 and GCSE results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Images of pupils engaging in school activities, and images captured by the School’s CCTV system
- Information about the use of our IT, communications and other systems, and other monitoring information
- Information relating to student school trips and after school activities

### Why we collect and use pupil information

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) To assess the quality of our services
- b) To meet the statutory duties placed upon us by the Department for Education
- c) Pupil selection (and to confirm the identity of prospective pupils and their parents)
- d) Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs
- e) Assessing performance and to set targets for schools
- f) Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care
- g) Support teaching and learning
- h) Giving and receiving information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils
- i) Managing internal policy and procedure
- j) Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- k) Legal and regulatory purposes (for example child protection and health and safety) and to comply with legal obligations and duties of care
- l) Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
- m) Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- n) Security purposes, including CCTV
- o) Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

## The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: –

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

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

## Collecting pupil information

We collect pupil information via registration forms at the start of the school year.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

Personal data relating to pupils at Normanton House School 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.

## Who we share pupil information with and why

We routinely share pupil information with:

- The local authority
- Department for Education (DfE) – on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Ofsted
- Information regarding training and careers as part of the education or training of 13-19 year olds
- Other Schools that pupils have attended/will attend
- NHS
- Welfare services (such as social services)
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- Support services (including insurance, IT support, information security)

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We are legally obliged to do this to comply with our census duties and in the case of other schools, to ensure data portability between schools. All data is transferred securely.

In addition, we regularly share pupil information with a number of organisations with the purposes of furthering teaching and learning and providing additional support and guidance to students. Our legal basis for doing this is that it is in the public interest and the interest of the students to enable them to access resources that will enhance their learning.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

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

For more information, please see 'How Government uses your data' section.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

As an independent school, we are not obliged to respond to any request for access to a pupil's education record under the current legislation.

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated In November 2021.

## Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Compliance Officer as per the details below:

**Compliance Officer (Data and Privacy):** Dr Nazim Zaman

**Address:** Normanton House School, Normanton House, Village Street, Derby DE23 8DF

**Contact Number:** 01332 769333

**Email Address:** [admin@alakramtrust.org.uk](mailto:admin@alakramtrust.org.uk)

## 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>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>