

PRIVACY NOTICE (CHILDREN IN NEED AND LOOKED AFTER CHILDREN)

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

- Contact details, contact preferences, date of birth, identification documents
- Personal information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity and disability)
- 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)
- Care leavers (such as their activity and what type of accommodation they have)
- Relevant medical information
- Special educational needs information, exclusions
- Behavioural information
- Details of any support received, including care packages, plans and support providers
- Exclusion information
- Photographs
- CCTV images captured in school

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- protect pupil welfare
- assess the quality of our services
- evaluate and improve our policies on children's social care
- comply with the law regarding data sharing

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Issue Date:	6 th December 2018	Review Date:	4 May 2019

Our legal basis for using this data

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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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 this information

- Whilst the majority of children looked after information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

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 retention schedule (currently under review) sets out how long we keep information about pupils.

A copy of the retention schedule can be obtained from Jason Bromilow - bromilow.j@hungerhillschool.com

We routinely share this information with:

- the Department for Education (DfE)

Why we share this information

- **Department for Education (DfE)** - We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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- This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.
- We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

- To find out more about the data collection requirements placed on us by the Department for Education go to:
 - Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>
 - Children in need: <https://www.gov.uk/guidance/children-in-need-census>

The National Pupil Database (NPD)

- The NPD is owned and managed by the Department for Education and contains information about children in England. It provides invaluable information on the background and circumstances on a child's journey and 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 children to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (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

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- 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.
- 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>

Requesting access to your personal data

- Under the General Data Protection Regulation parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact:
 - Jason Bromilow - bromilow.j@hungerhillschool.com

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Further information

- If you would like to discuss anything in this privacy notice, please contact:
 - Jason Bromilow - bromilow.j@hungerhillschool.com

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