

**PRIVACY NOTICE**  
**FOR**  
**Holbeach Primary School**

**Data Protection Officer – Mr Stephen Williams**  
**c/o Nelgarde Road, Catford, London, SE6 4TP**  
**([schoolsdpa@lewisham.gov.uk](mailto:schoolsdpa@lewisham.gov.uk) or**  
**020 8314 6417 / 020 8314 8183)**

**This privacy notice will give parents/legal guardians an insight into how information about our pupils is used.**

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, date and country of birth and free school meal eligibility)
- Emergency contact information (such as parents'/carers' and childminders' name, address and contact details)
- Safeguarding information (including special guardianship and court orders)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical and dietary information, including on-site accident information and data
- Special educational needs information
- Exclusions / behavioural information

**Why we collect and use this information** We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with Safeguarding and Health & Safety laws

**The lawful basis on which we use this information:**

We collect and use pupil information under Article 6, (1) e) of the GDPR 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 and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

## **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.

## **Storing pupil data**

We hold pupil data for as long as the child attends the school.

## **Who we share pupil information with**

We routinely share pupil information with:

- Any schools/academy chains that the pupil attends after leaving us
- Our local authority, London Borough of Lewisham
- The Department for Education (DfE)
- London Grid for Learning (Broadband and Digital Services provider)
- SEN referring units
- Behavioural referring units
- The School Nurse Team and other NHS services (where applicable)
- MIS providers (ScholarPack)
- Communications-pack providers (Teacher2Parents / ScholarPack)
- Payment facilities providers (ParentPay)
- Other computer licence providers required for administering the curriculum (i.e. Mathletics, Lexia)
- The police and social services (where applicable)
- HM Visa and Immigration (where parents/legal guardians have asked us to do so)

## **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.

## **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/datacollectionand-censuses-for-schools>.

The DfE 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.

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 data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record you should contact: **The Data Protection Officer (Mr Stephen Williams) c/o Nelgarde Road, Catford, London, SE6 4TP ([schoolsdpa@lewisham.gov.uk](mailto:schoolsdpa@lewisham.gov.uk) or - 020 8314 6417 / 020 8314 8183)**

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

**Data Protection Officer – Mr Stephen Williams, c/o Nelgarde Road, Catford, London, SE6 4TP ([schoolsdpa@lewisham.gov.uk](mailto:schoolsdpa@lewisham.gov.uk) or 020 8314 6417 / 020 8314 8183)**

Or

**The Headteacher, Holbeach Primary School, Nelgarde Road Catford, London SE6 4TP ([admin@holbeach.lewisham.sch.uk](mailto:admin@holbeach.lewisham.sch.uk) or 0208 690 4713)**