



Privacy Notice

Privacy Notice - Data Protection Act 1998

Castle Hill Infant School is the data controller for the purposes of the Data Protection Act.

Parents:

We collect information from you about your child(ren) and may receive information about them from their previous school, Hampshire County Council and/or the Department for Education (DfE). We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning
- Monitor and report on their progress
- Contribute to improving your child(ren)'s health and reducing inequalities
- Provide appropriate pastoral care
- Undertake statistical forecasting and planning
- Assess how well their school is doing

This information includes contact details, national curriculum assessment results, attendance information¹, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs and relevant medical information. We also use images of children in school to use for curriculum topics, displays and school reports, for which we seek consent.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to. We follow the [Hampshire Children's Trust policy on Information Sharing & Confidentiality](#).

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE). DfE may also share pupil-level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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-level data, requesters must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil-level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

We also have local arrangements in place, in order that the school may exchange information with the school nurse or other statutory agencies such as the police or social services where required under the law; for example, to protect or safeguard vulnerable children, to help detect or prevent crime, or when information is exchanged when children move to another school.

Staff, Students, Governors and Volunteers:

As the Data Controller, we also process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes, to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modeling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names, contact details and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information. We use images of staff (paid and voluntary) to provide photo ID lanyards to wear around the school for which we seek consent.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority (Hampshire County Council)
- the Department for Education (DfE)

CCTV

On our school site, we also operate CCTV to provide a safer, more secure environment for pupils and staff and to deter and prevent anti-social behaviour, vandalism and theft. Our CCTV cameras record visual images only and do not record sound. CCTV equipment is in use at all times around the school site and there are signs to indicate this.

Images are recorded in a way that allows specific times and dates to be identified, are stored securely, and are deleted after a retention period (currently 30 days). Recorded images can only be viewed in a restricted area by approved staff and would be viewed only when there is suspected criminal activity or anti-social behaviour. The school ensures that images are not retained for longer than is necessary - once the retention period has expired, the images are removed or erased.

Live images from gate access intercom systems are viewed by school staff operating entry systems.

More Information:

If you require more information about how the school uses your personal data or you want to see a copy of the information about your child(ren) that we hold and/or share, please contact the school's Administrative Officer at reception.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link:

http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc

To see how your information is used by the LA:

<https://www.hants.gov.uk/educationandlearning/dataprotection>

or contact:

Data Protection Team
Children's Services
Elizabeth II Court (North)
The Castle
WINCHESTER
SO23 8UQ
website: <http://www3.hants.gov.uk/learning>

email: childrens.services.dp@hants.gov.uk

telephone: 01962 845320

To see how your information is used by the DfE:

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

or contact:

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: <https://www.gov.uk/government/organisations/department-for-education>

email: <http://www.education.gov.uk/help/contactus>

telephone: 0370 000 2288

If you are unable to access these websites please contact us and we can send you a copy of this information.