



## PRIVACY NOTICE

### HAZELDENE SCHOOL

#### Privacy Notice - Data Protection Act 1998

We Hazeldene School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- 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

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information.

#### Who do we share pupil information with?

We routinely share pupil information with:

- Schools that your child attends after leaving us
- Our local authority Bedford Borough
- The Department for Education (DfE)
- Teacher to Parent
- Cool Milk
- School Nurse
- Caterlink
- School Photographer

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

#### 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.

#### 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 25 years

## Requesting access to your personal data

Under data protection legislation, parents 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, contact Mrs E Norman Hazeldene School

### 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>.

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:

[www.bedford.gov.uk](http://www.bedford.gov.uk) and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Policy, Performance, Partnerships & Communications  
Bedford Borough Council  
6th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP,
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

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/>

### Contact:

If you would like to discuss anything in this privacy notice, please contact: Mrs Helen Ward Head Teacher