



The Henrietta Barnett School

Data Protection Privacy Notice for Students & Parents (How we use student and parent information)

The Henrietta Barnett School is the Data Controller for the use of personal data in this privacy notice.

1. The categories of student information that we collect, process, hold and share include:

- Personal information (such as name, unique student number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special Educational Needs (including the needs and ranking)
- Medical and Administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Educational Performance (such as reports, exam grades, subject choices)
- Destinations (where students go after leaving us)
- Behavioural information (such as exclusions and any relevant alternative provision).

The categories of parent information that the School collects is limited to name and contact information (phone numbers, address and email etc). Any additional information disclosed to the School is held only if it is relevant to the support of the child.

Why the School collects and uses this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. The School collects and uses student information, for the following purposes:

- to support student learning
- to monitor and report on student attainment and progress
- to safeguard our students and provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

2. The lawful basis on which the School uses this information

The School collects and uses student and parent information under) the Data Protection Act 2018 and the UK General Data Protection Regulation (2021). In particular, the School processes information where that processing is (i) necessary for compliance with a legal obligation to which the School is subject, (ii) 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 School, (iii) where the data subject has given consent to the processing of their personal data for specific purposes or (iv) where processing is necessary in order to protect the vital interests of the data subject or of another natural person.

Under the UK General Data Protection Regulation, the lawful bases The School relies on for processing pupil information are:

- in accordance with the legal basis of Public task whereby collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function

- In accordance with the legal basis of Vital interests i.e. to keep children safe (food allergies, or medical conditions)
- in accordance with the legal basis of Legal obligation: data collected for DfE census information. [Section 537A of the Education Act 1996, the Education Act 1996 s29(3), the Education (School Performance Information)(England) Regulations 2007, regulations 5 and 8 School Information (England) Regulations 2008, the Education (Pupil Registration) (England) (Amendment) Regulations 2013]

For special category data the School collects and uses student information where the processing is necessary for the reasons of substantial public interest, respects the essence of the right to data protection and provides for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

In addition, concerning any special category data:

- In the case of ethnicity and fingerprint information: condition a: *the data subject has given explicit consent to the processing of those personal data for one or more specified purposes*

3. Collecting student information

The School obtains pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, the School is sent a secure file containing relevant information.

Pupil data is essential for the School's operational use. Whilst most of the pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR the School will inform parents/carers at the point of collection if they are required to provide certain pupil information to the school or if they have a choice in this and the School will tell them what they need to do if they do not want to share this information with the School.

4. Storing student data

The School holds student data for the duration of their education at the School and for the set amount of time shown in our data retention schedule (generally until they turn 25 years' old). Parental information is held within the student information. All information is held within a secure filing cabinet or in password protected electronic files / systems. Before leaving the School, students will have the opportunity to leave future contact information in order to become part of the Alumnae database.

5. Why the School shares student information

The School does not share information about students or parents with anyone without consent unless the law and/or our policies allow us to do so.

6. Who the School shares student information with

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- Local Authorities
- Exam Boards
- Entrance Examination Providers
- Health Professionals
- Youth Support services
- School Trip Providers

The School shares information with contractors and suppliers who provide the following services:

a. Department for Education (DfE)

The School shares students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. The School is required to share information about students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

- b. The School's Management Information System (MIS) provider (currently SIMS)
The School shares student and parent personal data with the School's Management Information System in order for staff to access pupil records in the course of their daily tasks, contact parents in emergency situations about their child's education or log, track and analyse students/groups of students for educational purposes. The school also shares student and parent personal data with applications which regularly import/export data to/from the MIS via Wonde, GroupCall etc such as: CPOMS, Compass + , Involve Education, Softlink Oliver, CollinsHub, Evouchers, ImpactEd, SISRA Analytics, School Cloud, ASSET for schools, EVOLVE. This is a comprehensive but not exhaustive list and the school reserves the right to use other such services in support of student provision.
- c. ParentMail (Parent Communication System)
The School shares student and parent information with ParentMail to enable the school to communicate with parents in relation to extra-curricular activities and all items related to school life.
- d. Accent Catering (for use in the cashless catering system)
The School shares student personal data with Accent Catering as part of the provision for them to operate the cashless catering system in the canteen and café.
- e. Exam Boards
The School shares student personal data with exam boards to facilitate legal obligation to provide examinations.
- f. School Trip Providers
The School shares student personal data with school trip providers engaged in providing school trips / visits in order for them to process travel arrangements and may include sensitive medical information in order to keep students safe whilst on School organised trips / visits.
- g. Suppliers of Email, Internet and IT services
The School uses email and IT services to enable the School to administer communication both internally and externally and facilitate the smooth running of the School. Where necessary external IT suppliers will access systems to provide support and fix issues. In all instances there will be a data protection agreement in place to safeguard information on the systems they are accessing.

7. Data collection requirements:

To find out more about the data collection requirements placed on the School by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

8. Youth support services

Once students reach the age of 13, the School also passes student information to its local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that *only* their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing the School. This right is transferred to the student once they reach the age 16.

The School will also share certain information about students aged 16+ with its local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

The School may be required to share information about its pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software.

For more information about services for young people, please visit the local authority website (barnet.gov.uk)

9. How Government uses student and parents' data

The pupil data that the School lawfully shares with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy. (for example, how certain subject choices go on to affect education or earnings beyond school).

9.1 Data collection requirements

To find out more about the data collection requirements placed on the School by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

9.2 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>.

9.3 Sharing

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>

The School is required to share information about pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

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.

9.4 How to find out what personal information DfE hold about students and parents

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If a student or parent would like to see the personal data held about them by the Department, they should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter. To contact DfE: <https://www.gov.uk/contact-dfe>

10. Requesting access to personal data

Under GDPR, parents and students have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child's educational record, please refer to our Data Protection and Privacy Policy, to which this is an appendix.

Depending on the lawful basis above, students and parents 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.

11. Concerns

If a student or parent has a concern about the way the School is collecting or using their personal data, the School requests that this concern is raised with the School in the first instance. Alternatively, the Information Commissioner's Office can be contacted at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where the School is processing the personal data of a student or parent with consent, there is also 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 Business Manager who is also the Data Protection Officer on 020 8458 8999 or office@hbschool.org.uk.

12. Contact

If a student or parent would like to discuss anything in this privacy notice, please contact: the School Business Manager, who is also the Data Protection Officer, office@hbschool.org.uk or to the school address: The Henrietta Barnett School, Central Square, Hampstead Garden Suburb, London NW11 7BN.

13. Review & Update

This privacy notice is reviewed at least annually. We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. It was last updated in May 2025.

