

HILL VIEW SCHOOL

PRIVACY, DATA PROTECTION AND PHOTOGRAPHS POLICY

Adopted June 2010, Reviewed June 2011, Updated Sept 2011, Updated Sept 2012, Updated Sept 2013, Updated Nov 2014, Updated Sept 2015, Updated Oct 2016, updated Sept 2017

Privacy Notice - Data Protection Act 1998

Hill View 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:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical 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.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the school office.

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:

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> 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:

Information Management Team,
Oxfordshire County Council
Clarendon House 3rd floor
52 Cornmarket Street
Oxford
OX1 3HJ
e-mail: information.management@oxfordshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.

Permission for Photographs

We occasionally take photographs or make recordings of children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website, Facebook page and on project display boards around the school. From time to time, our school may be visited by the media who will take photographs or film footage and pupils will sometimes appear in these images. They may appear in local or national newspapers or on televised news programmes. We may also visit other schools for events such as sports events (typically those organised by the North Oxfordshire School Sports Partnership) and photos and recordings may be taken. These schools or NOSSP may use these images in promotional material or on their website. Our conditions of use for these photos are:

- We will not use the personal details or full names of any child in a photographic image or recording on our website, in our school prospectus or in any other printed publications.
- We will not include personal email, postal addresses or telephone numbers on recordings, on our website, in our school prospectus or in other printed publications.
- If we use the full name of a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may use pictures of pupils and staff that have been drawn by the pupils in our displays, on our website and in our publications.
- We may use a group or class photograph or footage with very general labels, such as a “science lesson” or “making Christmas decorations” in our displays, on our website and in our publications.
- We will only use images of pupils who are suitably dressed.
- During Educational School Visits, the Teacher or Teaching Assistant is responsible for taking photographs.

A condition of other organisations taking photos or recordings of our children is that they adhere to the above.

Parents or carers should notify the school, in writing, if they do not wish the school to use their child’s photograph in school publications.

As most mobile phones have a camera facility, we would also ask that parents **DO NOT use their mobile phone whilst on the school site during drop off and collection times.**

We understand that most families will want to have a photographic or recording of their child and their friends when they are involved in activities in school ie: sports day, concerts or plays. **Guidance states that provided these images are for personal use**, then the Data Protection Act does not apply and these photographs and videos can be taken by parents/carers and their families.

Social media websites ie: Facebook - Parents/Carers should consider the impact of posting photos of their children at school events (ie: sports day or Christmas productions) when the photo is a group shot and may also feature other children who attend Hill View school. Some parents do not wish their child’s photograph to be posted on social media websites at all (and this does include group shots) and we would ask you to respect this wish. Although this matter is out of our control, we can appreciate the concerns that have been raised by some parents.

This policy supports and complements Hill View’s Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.