



## Privacy Notice: Students

*How we use your information under the General Data Protection Regulations (GDPR)*

### The types of information that we collect, store and share.

The Department for Education (DfE) and government requires us to collect a lot of data about our students. This allows them to monitor and support schools more widely, as well as checking on how well individual schools are performing.

The types of student information that we collect, store and share include the following:

- personal information (such as your name, address, contact details and unique student number)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment data (how you are performing, the progress you are making, any relevant exam and assessment results)
- medical and administration information (including allergies, medical conditions, any medicines taken, dental health, dietary requirements and your doctors information)
- special education needs and health needs (to ensure the correct level of support is provided to you)
- behavioural information, including any exclusions from school and any alternative provision that has been put in place
- safeguarding information
- learning aims for Post 16 students (to inform and meet funding regulations) and to support writing UCAS and reference documents.
- photographic records and biometric data

### Why we collect and use this information

The personal data collected about you is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use your data for the following purposes:

- to support your learning
- to monitor and report on your attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep you safe (food allergies, emergency contact details)
- to meet statutory duties placed upon us for the Department of Education (DfE) data collections

### The lawful basis on which we use this information

We must make sure that information we collect and use about you is in line with the GDPR and Data Protection Act. This means we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal reason to do so.

The legal basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The DfE and Local Authorities also require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about students who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about students, either by agreement or because the law says we must share that information, for example in a medical emergency. Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have your consent or are required by law to do so.

In school we also use various third party software to make sure that students' best interests are advanced. This includes financial software to manage school budgets, which may include some student data. We use systems to take electronic payments for school meals, trips and use software to track progress and attainment. The School also utilises software to support your individual learning requirements. We must keep up to date information about parents and carers for emergency contacts.

We also use contact information to keep students, parents, carers up to date about school events.

We do this to: -

- Enable good quality, targeted learning for individuals
- provide suitable care and support for students
- assess and monitor student progress
- monitor our effectiveness as a school
- comply with the law regarding data sharing
- To protect and safeguard students

### **How we collect student information**

Your information is collected via registration forms which your parents or carers complete when you join the school. In addition when you join from another school we are sent a secure file by electronic means containing relevant information.

Student data is essential for the schools' operational use. Whilst the majority of the information that is provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation we will inform you if you have a choice in this.

### **Storing, deletion and destruction of the data**

Your personal data is retained in line with the Records Management Policy. We hold this data in paper and electronic formats.

Your data is retained whilst you remain a student at a Trust school. Should you transfer to another school, your student paper file will be forwarded to them, but your electronic data will be kept as below.

When you leave school, whether at the end of Year 11, 13 or transferred to another school your data will be retained until the August following your 25<sup>th</sup> Birthday. (For example the data would be destroyed in August 2025 if you were born on 1 January 2000). The paper file, where retained, is removed to confidential waste and the electronic data is erased at the same time.

### **Who we share student information with**

We routinely share student information with:

- the Department for Education (DfE)
- schools or other education providers that you attend after leaving us
- other education providers for education purposes
- local authorities
- medical services, either school nurse or in the event of an emergency
- youth support services and careers advisors contracted by the Trust if you are aged 13+
- under any legal obligation

## Why we share student information

*We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.*

## Youth support services

### If you are aged 13+

Once you reach the age of 13, we also pass your information to our 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

The information shared is limited to your name, date of birth and address. However where a parent or carer provides their consent other information relevant to the provision of youth support services will be shared. This right is transferred to the child/student once he/she reaches the age 16.

### If you are aged 16+

We also share certain information about you with our 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

For more information about services for young people, please visit our local authority website.

## 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>

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 examination boards.

We are required by law, to provide information about you to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this in the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## Sharing by the Department

The law allows the department to share personal data about you 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 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.

The Department has robust processes in place to ensure the confidentiality of your data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the 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 student 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 information about which organisations the department has provided student 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 GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, or be given access to your educational record, please contact your school.

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 either through the ICO or the courts

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

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/>

We share your 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 you with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Further information**

If you require further information about how we and/or the DfE store and use your personal data, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> or address your query in writing to the Head of School.