



Jack Hunt School Governing Body



PRIVACY NOTICE STUDENT BODY

Version 2.0

October 2017

**Governing Body Committee: Resources Management 9 November 2017
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1. Introduction

- 1.1 This notice is managed and maintained by the School Business Manager with ratification from the Senior Leadership Team.
- 1.2 We collect and use pupil information under the terms of Article 6 of the General Data Protection Regulations (EU GDPR) and lawfully process such data for the purposes of compliance with our legal obligations, for protecting and advancing the vital interests of our data subjects, for the improvement of performance in the public interest and for the advancement of the school's own legitimate interests.
- 1.3 We collect and use pupil information under the terms of Article 9 of the General Data Protection Regulations (EU GDPR), as referenced in para. 1.5 (b) below and lawfully process such data for the purposes of compliance with our legal obligations (such as with school census) and where necessary to protect the vital interests of the data subject (such as with SEN support).
- 1.4 We use the pupil data:
 - (a) to support pupil learning
 - (b) to monitor and report on pupil progress
 - (c) to provide appropriate pastoral care
 - (d) to assess the quality of our services
 - (e) to comply with the law regarding data sharing
- 1.5 The categories of pupil information that we collect, hold and share include:
 - (a) Personal information (such as name, unique pupil number and address)
 - (b) Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
 - (c) Attendance information (such as sessions attended, number of absences and absence reasons)
 - (d) Assessment information (such as records of prior attainment, progress statistics and future targets)
 - (e) Behavioural information (such as positive and negative behaviour points, seclusions, exclusions)
 - (f) Additional needs information (such as SEN information, dietary requirements, relevant medical information)

2. Collecting and storing data

- 2.1 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.
- 2.2 We hold pupil data on secure systems for a period not longer than that to which we are bound by law.
- 2.3 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>.

3. Sharing data

- 3.1 We routinely share pupil information with:
 - (a) schools that the pupils attend after leaving us
 - (b) our local authority
 - (c) the Department for Education (DfE)
 - (d) agencies providing medical and pastoral support for pupils
- 3.2 For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.
- 3.3 Once our pupils reach the age of 13, we also pass pupil information to our LA 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, enabling them to provide services as follows:
 - (a) youth support services
 - (b) careers advisers
- 3.4 We will also share certain information about pupils aged 16+ with our LA 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:
 - (a) post-16 education and training providers
 - (b) youth support services
 - (c) careers advisers

- 3.5 A parent / 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 us. This right is transferred to the child / pupil once he/she reaches the age 16.
- 3.6 We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- 3.7 Should we convert to Academy status para. 3.6 will be null and void and we would be required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

4. The National Pupil Database (NPD)

- 4.1 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.
- 4.2 We are required by law, to provide information about our pupils 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 is the Education (Information About Individual Pupils) (England) Regulations 2013.
- 4.3 To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- 4.4 To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.
- 4.5 The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:
- (a) conducting research or analysis
 - (b) producing statistics
 - (c) providing information, advice or guidance
- 4.6 The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding

access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- (a) who is requesting the data
- (b) the purpose for which it is required
- (c) the level and sensitivity of data requested: and
- (d) the arrangements in place to store and handle the data

4.7 To be granted access to pupil 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.

4.8 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>

4.9 For information about which organisations the department has provided pupil information, (and for which project), please visit the following website <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

4.10 To contact DfE: <https://www.gov.uk/contact-dfe>

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

5. Requesting access to personal data

5.1 Under data protection legislation, parents and pupils 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 the School Office in the first instance.

5.2 You also have the right to:

- (a) object to processing of personal data that is likely to cause, or is causing, damage or distress
- (b) prevent processing for the purpose of direct marketing
- (c) object to decisions being taken by automated means
- (d) in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- (e) claim compensation for damages caused by a breach of the Data Protection regulations

- 5.3 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/>

6. Contact

If you would like to discuss anything in this privacy notice, please contact the School Business Manager.

7. Version History

7.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
2.0	2016 moved to standard template. Notice completely rewritten to include consideration of GDPR Legislation due May 2018	Matthew DEERE	23/10/2017
2.0	Approved by Governors and published	Matthew DEERE	10/11/2017