

## **Privacy Notice (How we use student information)**

### **Why do we collect and use student information?**

We collect and use student information under the legal basis of ‘in the public interest’ and to protect the vital interests of the student and fulfil our statutory function.

We use the student data:

- to support student learning and achievement
- to monitor and report on student progress
- to keep students safe (food allergies, or emergency contact details)
- to provide appropriate pastoral care and welfare
- to assess the quality of our services
- to comply with the law regarding data sharing

### **The categories of student information that we collect, hold and share include:**

- Personal information (such as name, unique student number, contact details, address and photographs )
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusions
- Behavioural information
- Post 16 learning information
- CCTV footage
- Biometric Data (With consent)
- Use of Image (With consent)
- Safeguarding information

We may also collect, use, store and share (when appropriate) information about your child that falls into “special categories” of more sensitive personal data. This includes, but is not restricted to, information about:

- Medical conditions, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs.

Some data we hold may have been received from other organisations including other schools and social services.

### **Collecting student information**

Whilst the majority of student 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 at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

### **Storing student data**

We hold student data in accordance with our retention schedule which is available on request.

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

We routinely share student information with:

- Schools and colleges that the student’s attend after leaving us
- the local authority (including Police and Children’s Services)
- the Department for Education (DfE)

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- the school nurse and medical professionals
- the careers advisor
- school based staff
- Exam boards
- Travel companies
- Youth Support Services (pupils aged 13+)
- HC3S staff
- Third party suppliers of education software
- School photographer
- Ofsted
- UHS/NHS (participation in the Hampshire and Isle of Wight COVID-19 Saliva testing programme)

### Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications

### 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.

We share students' 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 our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

### 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>.

### Youth support services

#### What is different about students aged 13+?

Once our students reach the age of 13, we also pass student 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 the names and addresses of students and their parents and the date of birth of the students. However where a parent or guardian 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.

### 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 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

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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>.

We are required by law, to provide information about our students 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 regulation 5 of the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the student 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>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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:

- 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 more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-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 data protection legislation, parents and students 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 in line with our data protection policy, contact the school's Data Protection Officer.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete

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- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your non-essential personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/make-a-complaint/>

### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have 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 our Data Protection Officer. (Contact details below)

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in January 2020.

### Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Phil Balmond the Data Protection Officer.

[p.balmond@thornden.hants.sch.uk](mailto:p.balmond@thornden.hants.sch.uk) or telephone 023 80269722.