



Students and Parents Privacy Notice

This Privacy Notice is to help students and parents understand how and why we collect personal information. Personal information is information that can identify an individual, for instance, contact details

The categories of pupil information that we collect, hold and share include:

We collect and hold personal information relating to our pupils from data supplied by parents, their previous school, Local Authority and/or the Department for Education (DfE). The types of information we collect includes:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Free School Meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as teacher assessment levels, SATS scores, and progress tracking scores)
- Medical information (such as details into medical condition, treatment of medical condition and medicines to be administered, first aid incidents)
- Special Educational Needs and Disability information (such as type of special educational need, and/or disability intervention information, referral information to other LA services)
- Behavioural information (such as behaviour incidents, behaviour monitoring and sanctions and rewards information)
- Safeguarding information (such as safeguarding incidents and referrals to the Local Authority)
- Where students go after they leave us

Why we collect and use this information

We use the pupil data to:

- support pupil learning
 - monitor and report on pupil progress
 - provide appropriate pastoral care
 - assess the quality of our services
 - comply with the law regarding data sharing
-
- We collect CCTV footage to make sure the school site is safe. CCTV is not used in private areas such as toilets.
 - To celebrate the success of students with our community we take photographs of students to use in class lists, publicity materials in newsletters and the school website. We may continue to use these photographs after your child has left the school.

The lawful basis on which we use this information

We collect and use pupil information on the lawful basis set out in:

- **General Data Protection Regulation:** *Article 6 “Lawfulness of Processing”* : Processing is necessary for compliance with a legal obligation to which the controller is subject and/or *Article 9 (c) “Processing of Special Categories of Personal Data”* : Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.
- **Section 537A of the Education Act 1996**

We collect and use photographs of pupils for promotional purposes basis of consent

Collecting pupil information

Whilst the majority of pupil information 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 parents whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Student data is retained and then disposed of appropriately in accordance with the school's statutory obligations and having regard to the [Retention Guidelines for schools](#) published by the Information and Records Management Society.

Who we share pupil information with

We routinely share pupil information with:

- Schools, colleges or universities that the students attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- The Acer Academy Trust
- School Nurse
- Specialist 3rd party applications which help children's learning (list available)

Why we share pupil information

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

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

Data collection requirements:

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

Once our pupils reach the age of 13, we also pass pupil 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

A parent or carer 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.

We will also share certain information about pupils aged 16+ 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 the [Oxfordshire Local Authority website](#).

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE 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.

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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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:

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

The DfE 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 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.

For more information about the DfE'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 pupil 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

Parents of pupils at this school do not have an automatic right to access their child's educational record. The school will decide on a case-by-case basis whether to grant such requests, and we will bear in mind guidance issued from time to time from the Information Commissioner's Office (the organisation that upholds information rights).

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

If a subject access request is received during school holidays this request will begin to be processed on the first working day of the next school term.

The school will require an information request form: [SAR form](#)

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer Services at:

gdpr@integra.co.uk