Privacy Notice - How we use student information

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

- Personal information (such as name, unique student number, address and photograph)
- 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)
- Medical information through an Individual Healthcare Plan (such as name, address, medical diagnosis/condition, family contact information, doctor, hospital contact information, description of medication and support needed)
- Special Educational Needs information through an EHCP (Education Health Care Plan) which is a legal document that describes a child or young person's special educational, health and social care needs.
- Safeguarding and Behaviour information
- School trip information
- Accidents and managing health and safety
- Exam and progress assessment information
- Provision of educational software in support of teaching and learning
- To enable the student to be provided with a school meal
- Library Software – so we can share resources with the students
- Meeting our statutory requirements for statutory returns and audit

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet our statutory obligations and audit requirements

The lawful basis on which we use this information

We collect and use student information for general purposes under:

- processing that is carried out in the course of the school's legitimate activities
- processing that is carried out for data collection purposes (Departmental Censuses) under the Education Act 1996 – this information can be found in the census guide

documents on the following website: https://www.gov.uk/education/data-collectionand-censuses-for-schools]

- processing that is carried out where it 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. An example of this is safeguarding a child.

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 Regulations, we will inform you 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 Data Protection Policy.

We store student data on the following systems:

- educational software providers in support of teaching and learning
- school information management system
- Trust finance and budgeting system
- parent communication and payment systems
- safeguarding and behaviour management system
- encrypted secure file transfer
- Google suite– email communication system
- Google docs with associated backup systems
- library Software – to enable resources to be shared with pupils
- home learning system
- H&S accident reporting

Who we share student information with

We routinely share student information with:

- schools that a student attends after leaving us
- Plymouth CAST, our Multi Academy Trust
- our local authority
- the Catholic Education Service
- the Department for Education (DfE)
- other academies within the Plymouth CAST Multi Academy Trust
- educational software providers in support of teaching and learning
- SIMS back up and software support
- our auditors

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/datacollection-and-censuses-for-schools.

Youth support services

Once our students reach the age of 13, we 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:

- educational and recreational activities
- youth support services
- careers advisers

A parent or 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 / student once he/she reaches the age of 16.

NHS Track and Trace – Covid-19

If required to do so by the NHS Track and Trace Service, we will provide the contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within the setting. Further information about this service can be found at:

https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works

https://contact-tracing.phe.gov.uk/help/privacy-notice

This is in accordance with Article 6(1)(e)of the GDPR *'processing is necessary for the performance of a task carried out in the public interest'.*

The National Student 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 DfE. 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 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 the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-student-database-user-guide-andsupporting-information.

The DfE 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 of Education has robust processes in place to ensure the confidentiality of our data is maintained and that 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 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 DfE has provided student information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-student-database-requests-received

To contact the DfE: https://www.gov.uk/contact-dfe

Requesting access to personal data

Under data protection legislation, parents and students have the right to request access to information that we hold about them. To make a request for personal information, or to be given access to your child's educational record, contact the Headteacher at your school.

A data subject also has 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 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 the Headteacher at your school.