Privacy Notice (How we use student information)

You have a legal right to be informed about how our school uses any personal information that we hold about your child. To comply with this, we provide a 'privacy notice' to where we are processing student personal data.

This privacy notice explains how we collect, store and use personal data about students.

Icknield High School is the 'data controller' for the purposes of data protection law.

Our data protection officer is Paula Creighton.

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

- Personal information such as contact details
- 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 and attainment information, including special educational needs information, if relevant
- Safeguarding information, where necessary
- Details of any behaviour issues or exclusions
- Relevant medical conditions and information
- Photographs
- CCTV images

Why we collect and use this information

- We use the student data:
- to support student learning
- to communicate with parents/carers
- when we need to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with safeguarding obligations
- promoting the School and its activities

The lawful basis on which we use this information

We collect and use student information under the lawful basis of public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest.

For example, the submission of the school census returns, including a set of named students.

Some of the information we collect and use is provided with your consent and that is the lawful basis for us processing it. For example, your permission to process your child's data for school trips and for access to online providers of educational materials. We will make it clear where we are asking for your consent and why, and provide you with the opportunity to refuse to provide us with that information, explaining what the consequence of that will be.

Collecting student information

We collect student information via essential detail forms at the start of the year and from previous schools.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing student data

We hold student data securely for the set amount of time shown in our data retention policy. We will also keep it after you have left the school, where we are required to by law.

Who we share student information with

We routinely share student information with:

- schools that the student's attend after leaving us
- our local authority
- the Department for Education (DfE)
- education providers
- support staff
- NHS
- Student welfare services
- Police and law enforcement
- Learner Record Services (upon issuing of Unique Learner Number for external qualification purposes)
- Other Agencies

Why we regularly share student information

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.

We share other student data to ensure that they receive the most appropriate educational and pastoral support for their needs.

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

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and 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 object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once they reach the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and 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

A student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

Requesting access to your personal data

Under UK GDPR, 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, contact the Heads PA, Mrs Freeman or Paula Creighton paula.creighton@sptcompliance.co.uk

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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/

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

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 writing to the Headteacher.

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 April 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher. The School's Data Protection Officer is Paula Creighton who can be contacted at Paula Creighton paula.creighton@sptcompliance.co.uk

How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures). • supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school) **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/datacollectionand-censuses-for-schools

The National Student Database (NPD)

Much of the data about students 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 sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/nationalstudent-database-user-guide-and-supportinginformation

Sharing by the Department

The law allows the Department to share students' personal data 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 NPD 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter

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