



PRIVACY NOTICE POLICY

May 2018

Privacy Notice- How we use pupil information at St Elizabeth's School – May 2018

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

- 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 and related data about attainment and progress
- relevant medical information
- Special Education Needs information
- exclusions
- behavioural information
- personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to check for entitlement for pupils free school meals
- to check for Early Years pupils entitlement and claim for pupil premium
- to assess the quality of our services
- to comply with the law regarding data sharing
- to share data for statutory inspections and audit purposes

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
 - The Education (Pupil Registration) (England) Regulations
 - The School Standards and Framework Act 1998
 - The School Admissions Regulations 2012
 - Children and Families Act 2014
 - The Special Educational Needs and Disability Regulations 2014
 - Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)
- The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-andcensuses-for-schools>

Collecting pupil information

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.

Storing pupil data

- We hold pupil data for varying lengths of time depending on what the information is. Pupil personal data until the young person reaches the age of 25 years.
- Pupils safeguarding information until the young person reaches the age of 25 years or longer if deemed necessary.
- RM Integris record of dates of attendance at the School indefinitely.
- Project Search interns personal data until the age of 25 years or until ongoing support ends whichever is the later.

Who we share pupil information with

We routinely share pupil information with:

- Schools, colleges and adult provisions that the pupils attend after leaving us
- our local authority authority (Hertfordshire)
- Individual pupils' local authorities if not Hertfordshire
- the Department for Education (DfE)
- School nursing services (NHS)
- Physiotherapists
- Speech therapists
- Education psychology services
- Education welfare service
- Occupational Therapists
- St Elizabeth's College (secondary pupils only)
- Careers service (secondary pupils only)
- Schools which pupils attend for inclusion

Why we share pupil information

We do not share information about pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' 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 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 Department for Education (for example; via the school census) go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once the pupils reach the age of 13, we also pass pupil information to the individual pupils local authority. 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 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.

Pupils aged 16

We will also share certain information about pupils aged 16+ with the individual pupils' 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 local authority website.

The National Pupil Database (NPD)

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.

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 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 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 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 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

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, please contact:

Andrew.whitehead@steelizabeths.org.uk

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 you have a concern about the way we are collecting or using your personal data or wish to exercise any of the rights above, we request that you raise your concern with us in the first instance at: Andrew.whitehead@stelizabeths.org.uk

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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 Education

Data Protection Officer: Andrew.whitehead@stelizabeths.org.uk