

Privacy Notice for students/parents (How we use student information)

This document provides insight into how information about students is used in our school.

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

- Personal information (such as name, address, photographs and parental 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)
- Internal assessment data
- National Curriculum assessment and external examination results
- Relevant medical information
- Special Educational Needs information
- Exclusions/behavioural information
- Post 16 learning information
- CCTV images
- Catering management and cashless catering information
- Biometrics information (where provided)

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 keep students safe and healthy
- to assess the quality of our services
- to maintain our catering, library and print management systems
- to comply with the law regarding data sharing
- to help you to decide what to do after you leave school

The lawful basis on which we use this information

We collect and use student information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Education (Student Registration) (England) Regulations 2006 and subsequent amendments. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)/Data Protection Act 2018

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/Data Protection Act 2018, we will inform you whether you are required to provide certain student information or if you have a choice.

Storing student data

We hold student data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are securely destroyed.

Who we share student information with

We routinely share student information with:

- schools that students attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering and online payment services
- parental communications services
- health services
- providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)

Why we share student information

We only share information about students with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required 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

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

From May 2018

There is a legal requirement under the Education and Skills Act 2008 for schools to pass information to the youth support service for pupils in or approaching the age of 13. The information which schools are required to provide consists of:

- a) the names and addresses of pupils and their parents - which must be provided to the youth support service
- b) the date of birth of the pupil

Subject to parents or student's (if aged 16 or over) consent other information relevant to the provision of youth support services may also be shared.

Students aged 16+

We will also share certain information about students 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 Wokingham Local Authority website: <http://www.wokingham.gov.uk/>

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 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 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-and-supporting-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 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

From May 2018

- 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 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-student-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 that we hold about them. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

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, 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/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Contact

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

Data Protection Officer

Mrs Janet Perry – j.perry@holt.wokingham.sch.uk

Data Manager

Mrs Anna Harrington – a.harrington@holt.wokingham.sch.uk