

## **Privacy Notice: Parents and Carers** *(How we use student information)*

### **The categories of student information that we process include:**

- personal identifiers, contacts and characteristics (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, language and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographic records and biometric data

### **Why we collect and use student information**

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use student information, for the following purposes:

- a) to support student learning
- b) to monitor and report on student attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - The Education Act 1996 s29(3)
  - The Education (School Performance Information) (England) Regulations 2007
  - Regulations 5 and 8 School Information (England) Regulations 2008
  - The Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- Conditions a, b, c and d of GDPR – Article 9

## How we collect student information

We collect student information via registration forms when a student joins the school. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it is 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.

## How we store, delete and destroy student data

Students' personal data is retained in line with the Records Management Policy. We hold this data in paper and electronic formats.

Student data is retained throughout the time the student is registered with a Trust school. Should a transfer request to another education establishment be received, the student paper file will be forwarded to the new school, but electronic data will be retained as below.

When a student leaves the Trust, whether at the end of Year 11, 13 or transferred to another school the data will be retained until the August following the students 25<sup>th</sup> Birthday. (For example the data would be destroyed in August 2025 for a student born on 1 January 2000). The paper file where retained is removed to confidential waste and the electronic data is erased at the same time.

## Who we share student information with

We routinely share student information with:

- the Department for Education (DfE)
- schools or other education providers that the student attends after leaving us
- other education providers for education purposes
- local authorities
- medical services, either school nurse or in the event of an emergency
- youth support services and careers advisors ( students aged 13+) contracted by the Trust
- under any legal obligation

## Why we regularly 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.***

## 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

The information shared is limited to the child's name, address and date of birth. However where a parent or carer provides their consent other information relevant to the provision of youth support services will be shared. This right is transferred to the child/student once he/she reaches the age of 16.

## 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

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software and will be subject to their retention policy.

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 purposes of data collections, under:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29 (3)
- The Education (School Performance Information) (England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) 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 the Government uses your data' section.

## Requesting access to your personal data

Under 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, please contact the school or email [bramcote@whptrust.org](mailto:bramcote@whptrust.org).

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact the school or email [bramcote@whptrust.org](mailto:bramcote@whptrust.org).

## How the 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 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/data-collection-and-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/national-pupil-database-user-guide-and-supporting-information>.

## 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 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>

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