



## Privacy Notice for Student Information

Under the new General Data Protection Regulation (GDPR), we have to inform students and their families how we use their personal information.

### What information do we hold?

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

- Personal information such as your name, date of birth, gender, unique student number, address, phone number or email address.
- Characteristics such as your ethnicity, language, nationality, country of birth and free school meal eligibility or whether you have had free meals in the past.
- Welfare information such as whether you have a medical condition (e.g. if you take medicine, how we need look after you), if you have any allergies or if you have had any child protection support such as Social Care.
- Contact information for parents and carers e.g. names, email addresses, phone numbers and the relationship to the student.
- School information such as which schools you have attended previously or your form, courses studied and timetable information.
- Special educational needs information such as type of need and supporting documentation.
- Attendance information such as how many sessions attended, number of absences and absence reasons.
- Assessment information like STEP marks or test or exam grades.
- Behaviour, exclusion and rewards data.
- Photographs and CCTV images captured in school.
- Biometric data.

### Why do we collect and use this information?

We use student data to:

- support student learning and make sure we give the right support to students.
- monitor and report on student progress.
- provide appropriate pastoral care and safeguard our students.
- assess the quality of our services.

- comply with our legal requirements such as returns to the Department for Education or Health and Safety legislation.
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- have accurate medical information on each student.
- have emergency contacts for each student.
- provide a service such as cash free catering.
- administer admissions waiting list.
- provide information to families about events and activities at the school.

### **What is the lawful basis on which we use this information?**

We collect and use most student information under Article 6 (1)(c) Legal Obligation or Article 6 (1)(e) Public Task of the General Data Protection Regulations. Although this list is not definitive, the majority of our legal obligations stem from:

- Health and Safety Act 1974
- Limitation Act 1980
- Childrens Act 1989 and 2004
- Control of Asbestos at Work Regulations 1996 and 2012
- Education Act 1996, 2002 and 2011
- The Control of Substances Hazardous to Health Regulations 1997 and 2002
- School Standards and Framework Act 1998
- Terrorism Act 2000 and CTSA 2015
- Education (Pupil Information) Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006, 2010, 2011, 2013 and 2016
- Safeguarding Vulnerable Groups Act 2006
- School Information (England) Regulations 2008
- Children and Young Persons Act 2008
- Designated Teacher (Looked After Pupils etc) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Children and Families Act 2014
- Care Act 2014
- Special Educational Needs and Disability Regulations 2014

Where special category data is processed, this is done under:

- Article 9(2)(a): explicit consent
- Article 9(2)(b): legal requirement. This is usually as as part of census required by the Department for Education or to fulfil equality monitoring requirements.

- Article 9(2)(h): duty of care and healthcare.

### **How do we collect student information?**

While 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, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### **How do we store student data?**

As a rule we dispose of data at the first possible opportunity or anonymise it so it is no longer identifiable to an individual. We have to store different pieces of information for different lengths of time depending on which piece of legislation governs it.

As a general rule, most student data is retained while a student is at school and passed to a new provider or is archived and kept until a student's 25 birthday.

Specific information on retention periods is available in the school's Records Management Policy.

### **Who do we share student information with?**

We routinely share student information with:

- Schools or education provider that the student's attend after leaving or where a managed move or alternate provision arrangement is being set up.
- Brigshaw High and Temple Learning Academy where students study within the Post 16 partnership.
- Leeds City Council (our local authority) or a student's local authority if different and required.
- the Department for Education (DfE) and Education Skills Funding Agency (ESFA)

Several third party providers or partnerships which are crucial to school operation, many are IT systems. The school has appropriate arrangements in place to ensure the security of the data we pass to them. This list includes some of the most common but is not exhaustive:

- SIMS. This is the main school information management system run by Capita.
- Microsoft.
- SISRA runs all school performance data and data analysis.
- CPOMS run by Meriec is used for all child protection and welfare records.
- ParentPay and Chartwells receive information needed to run the canteen and payments systems.
- School Gateway run by SchoolComms is used for parental communication and engagement.
- EntrySign is used for signing students in and out as well as visitor entry.

Leeds City Council secure IT systems such as SAM (school's admission system), Synergy (for securely sharing SEN information) or Evolve (for arranging educational visits) are used.

The school is part of several school to school support alliances such as PiXL, the Red Kite Alliance and Leeds City Council's SLDM programme. Student data is not routinely shared however activities such as group moderation take place where data may be discussed in general terms.

There are many other third party welfare agencies that we share information with when required. Unless exceptional circumstances apply, consent to share information will normally be sought. This list includes some of the most common but is not exclusive:

- School Nursing Team and other healthcare support agencies.
- Social care, a student's local cluster or support agencies such as CAHMS.
- Education Psychologist and other support agencies e.g. STARS or Scope.
- West Yorkshire Police through the Safer Schools Partnership.
- Local primary schools.
- Exam boards.

## 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013. 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

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 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

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

### The National Student Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) 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. 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 Department has robust processes in place to ensure the confidentiality of its 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 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 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 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>

## **How do I request access to my personal data?**

Under data protection legislation, 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 Kate Davison, the schools Data Protection Officer.

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/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Kate Davison, 0113 205 9559 or [kdavison@roydsschool.org](mailto:kdavison@roydsschool.org) or Royds School, Pennington Lane, Oulton, LS26 8EX