

CALDEW SCHOOL

Privacy Notice (how we use student information)

Information for students and parents/carers on how information about students is used at Caldew School.

Introduction

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

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

- Personal information (such as name, unique pupil number, address and parents/carers details). CCTV, photos and video recordings are also personal information. CCTV is not used in private areas such as toilets and changing rooms.
- 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 (such as targets, data collections, reports, test and examination results)
- Relevant medical information (such as medication details, allergies, medical conditions and notes from meetings/GPs/other health care professionals)
- Special Education Needs information (such as Education and Health Care Plans (EHCPs), Individual Education Plans (IEPs) and notes from review meetings and professional assessments)
- Behaviour information (such as behaviour logs, achievement points, exclusions)
- Safeguarding information
- Biometric data (measurements from fingerprint)
- Post 16 learning information and destination data
- Catering and free school meal management

The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Why we collect and use this information:

We collect student information via data collection forms at the start of the school year, Common Transfer Files (CTF) and secure file transfers from previous school.

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

We use the student information:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to provide appropriate careers advice and guidance
- to assess the quality of our services
- to ensure students are safe (food allergies or emergency contacts)
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Storing student data

Personal data relating to students is stored in line with the school's GDPR Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share student information with

We routinely share student information with:

- Schools, colleges and universities that students attend after leaving us
- Employers when requesting references
- Cumbria Local Authorities and Children's Services (this includes Social Services, the SEND team and Targeted Youth Support), under strict information sharing protocols

and policies. We may be required to share this information with other public sector partners such as other Local Authorities or local Children Centres

- Department for Education (DfE)
- Examination boards
- Police
- NHS (this includes Child and Adolescent Mental Health Service)
- Pupil Referral Unit (this includes Hospital and Home Tuition Service)
- INSPIRA

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 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/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 advice

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 on the Consent Form. 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 pupils 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 advice

For more information about services for young people, please visit our Local Authority website.

Department for Education (DfE)

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 pupils 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 Pupils) (England) Regulations 2013.

- School census
- Attendance data

All data is transferred securely and held by the Department for Education (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.

Requesting access to your personal data

Under data protection legislation, parents/carers and students have the right to request access to information about them that we hold. Any person who has parental responsibility for a child or who has care of them has the right to access their child's educational record. Any person who has parental responsibility for a child or who has care of them will be able to access all the personal information about the child if the child is unable to act on their own behalf or gives their written permission. As a general guide, a child of 12 or older is expected to be mature enough to make this kind of request.

To make a request, contact Mrs L Hollywood, Business Manager. We may withhold information in certain circumstances, such as where serious harm may be caused to the child's physical or mental health or another individual, or where the request is for an exam script or for exam marks before they are officially announced.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

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 contacting **Mrs L Hollywood, Business Manager**
01228 710044 office@caldew.cumbria.sch.uk

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

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Mrs L Hollywood
Business Manager
01228 710044
office@caldew.cumbria.sch.uk