

## **WARGRAVE HOUSE SCHOOL & COLLEGE**

### **PRIVACY NOTICE FOR STUDENTS 2018**

(How we use student information)

#### **THE CATEGORIES OF STUDENT INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:**

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility or special educational needs)
- Contact details, contact preferences, date of birth, identification documents
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Student and curricular records
- Results of internal assessments and externally set tests
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received including care packages, plans and support providers
- Photographs
- DVD images captured in school
- Post 16 learning information

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

#### **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 protect student welfare
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION**

We collect and use students' personal data when the law allows us to. Most commonly we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap and there may be several grounds which justify our use of this data.

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

### **STORING STUDENT DATA**

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our policy is to abide by the recommendation within the Information and Records Management Society's toolkit for schools.

### **WHO WE SHARE STUDENT INFORMATION WITH**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Schools that the students attend after leaving us
- Local authorities – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- The student's family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted, Ofsted Care, CQC
- Our accreditors e.g. the National Autistic Society
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

- Professional bodies

## **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 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

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 our local authority website

## **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 department 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 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 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>

## **REQUESTING ACCESS TO YOUR 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 Mr Simon Davies, Director of Services or Mrs Sue Murphy, Senior Administrator.

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 Mrs Sue Murphy, Senior Administrator.