



## **Privacy Notice Students**

<b>Start Date:</b>	<b>Autumn 2018</b>
<b>Date of Next Review:</b>	<b>Autumn 2021</b>
<b>Author:</b>	<b>Mr R Newman</b>
<b>Responsible Committee:</b>	<b>Finance &amp; Resources Committee</b>

## Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- 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
- Medical information
- SEND information
- Behavioural and exclusions information
- Post 16 learning information

### Why we collect and use this information We

use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- 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 pupil information under Various Acts of Parliament including the Education Act 2011, Children's Act 2004 and Equality Act 2010.

We also collect data with your consent to use for

- issuing newsletters
- photographs or video to use on social media and the school website
- marketing and fundraising

### Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data for a minimum of seven years after the student has left the school and until the student is 25 if there are child protection issues concerning the student.

### Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' 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 pupils 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>.

### **Exams**

The school is an examinations centre for a number of examining boards (awarding bodies). The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements

### **Youth support services**

#### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil 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 / pupil once he/she reaches the age 16.

#### **Pupils 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 advisers

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

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils 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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>.

The department may share information about our pupils 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 pupil 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/dataprotection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupildatabase-requests-received>

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

## **Requesting access to your personal data**

Under data protection legislation, parents and pupils 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 **dpo@haileyburyturnford.com**

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: **dpo@haileyburyturnford.com**

**Consent**

Please complete this form and return it to the inclusion office.

**1. Use of images of your child**

*Please complete either 1.a and 1.b OR 1.c.*

1.a. Consent for the use of images by the school. *Please tick one box below.*

I give consent for my / my child’s image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites.	YES	
	NO	

1.b. Consent for the use of images by third parties.

*Please tick one box below.*

I give consent for my / my child’s image to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news by the school and images/footage the media my take themselves if invited to the school to cover an event.	YES	
	NO	

1.c. Withholding consent.

I do not want my / my child’s image used in any publicity.	
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**2. Biometric data**

This entails scanning a thumb to identify the student in order for them to pay for food in the dining room.

*Please tick one box below.*

I give consent for the recording of biometric data	YES	
	NO	

**3. Youth Support Services**

YSS have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. We pass information to them about your child in order for your child to access the services provided. *Please tick one box below.*

To consent to my / my child’s full details being given to Youth Support Services	
To restrict the information given to Youth Support Services to only my / my child’s name, address and date of birth.	

**4. Email & text contact**

Parent/Carers we hold your phone number and email details on our systems. Please indicate whether these can be used; *Please tick one box in answer to each question.*

To issue, by email or a link in a text message, Haileybury Turnford newsletters.	YES	
	NO	
For marketing purposes.	YES	
	NO	
For fundraising purposes.	YES	
	NO	

Student Signature:

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\_\_\_\_\_

\_\_\_\_\_

Parent/Carer Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Name:  
(in block capitals)

Parent/Carer Name:  
(in block capitals)

Date: Date: