

Privacy Notice for Parents and Students (How we use student information)

What is personal data?

Personal data is any information relating to an identified, or identifiable, living individual. This may include the individual's:

- Name (including initials)
- Identification number
- Location data
- Online identifier, such as a username

Why do we collect and use student information?

There are several reasons why we collect, hold, process and share students' personal data. We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. Under data protection laws, the lawful reasons for processing personal data include:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the student or another person.
- For a task carried out in the public interest.
- For a legitimate interest of the school or one of the organisations it shares data with (eg legal adviser) except where those rights are overridden by the interests or fundamental rights and freedoms of the data subject which require protection, particularly in the case of a child.

Sometimes the handling of students' personal data falls within several of the above lawful grounds.

We use student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of student information that we collect, hold and share include (but are not limited to):

- Personal information (such as name, unique student 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
- relevant medical information
- special educational needs information
- exclusions / behavioural information

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 will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected and/or our required retention period. Other than in exceptional circumstances, information on students will only be retained up to their 25th birthday.

Who do we share student information with?

The other parties we routinely share student information with can include, but is not limited to:

- a student's parent/carer.
- external examination boards
- institutions that a student attends after leaving us
- relevant local authorities
- the Department for Education (DfE)

Why we share student information

We share students' data with the DfE on a statutory basis under the Education (Information About Individual Students) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

Students' data, where it is reasonable to do so, may also be shared with other professionals contracted by the school such as legal and professional advisers or insurers. In addition, a data security contract with a third-party IT services provider or as part of cloud-based storage may also process your personal data for the purpose of securely holding and protecting your data.

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>, for further information regarding the National Pupil Database (NPD) see Appendix 1.

Youth support services

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
- post-16 education and training providers

A parent / carer may 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.

Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications.

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.

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

To make a request for your personal information, or be given access to your child's educational record, or if you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, please contact Mike Robeson, Director of Finance and Resources via email mrobeson@hinchleywoodschool.co.uk

Appendix 1: 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.

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 student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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>