

# St Anne's Academy Pupil Privacy Notice

<b>Reviewed and approved by</b>	<b>Endorsed by (if appropriate)</b>	<b>Date of next review</b>
Data Protection Team		August 2019

## Privacy Notice (How we use pupil information)

### The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (all student progress data assessment and examination results from Year 7 to Year 13)
- Behavioural information (including exclusions and any relevant alternative provision put in place)
- Video and photographs (including CCTV, recording of events and performances)
- Biometric data (this is derived from a fingerprint but cannot be used to reconstruct an actual finger print for identification purposes)
- Catering (such as meals/items purchased, account balance and loans)
- ICT usage (including Internet search and browsing history, logon attempts and time stamps, printer usage and suspicious activity)
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the Unique Learner Number (ULN) and may also give us details about your learning or qualifications
- Where pupils go after they leave us for employment, educational and training purposes

For up to date copy of our policies please see:

<http://stannesacademy.org.uk/index.php/policies>

### Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our services
- e) To keep children safe (food allergies, emergency contact details, school trips)
- f) To meet the statutory duties placed upon us for DfE data collections
- g) To meet requirements for online safety and awareness
- h) To provide and monitor access to ICT and Catering systems

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- For the purposes of a), b), c) & d) in accordance with the legal basis of Public Task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- For the purposes of e), g) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions, prevent duty)
- For the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - The Education Act 1996 s29(3)
  - The Education (School Performance Information) (England) Regulations 2007
  - Regulations 5 and 8 School Information (England) Regulations 2008
  - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- For the purpose of h) in accordance with the legal basis of Consent: collection of biometric data and access to ICT systems

In addition, concerning any special category data:

- Conditions a, b, c and d of GDPR - Article 9

## How we collect pupil information

We collect pupil information via:

- Secure electronic data transfer from Rochdale LA and DfE Secure Access Examination Boards
- Secure file transfer from previous school (paper copies)
- Registration/contact update forms

Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit

[http://stannesacademy.org.uk/images/Data\\_Protection\\_Policy\\_and\\_Appendix\\_2.pdf](http://stannesacademy.org.uk/images/Data_Protection_Policy_and_Appendix_2.pdf)

## Who we share pupil information with

We routinely share pupil information with:

- Schools and other educational establishments that the pupils attend after leaving us
- Relevant Local Authorities
- Youth Support Services (pupils aged 13+)

- The Department for Education (DfE)
- Examination Boards and Bodies
- Health and Welfare professionals working with pupils
- Third party Service Providers – to enable them to provide the contracted services

## Why we regularly share pupil information

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about that we hold about pupils and parents to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so, for example, where the Local Authority is required to provide a programme of assistance. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

In addition, once our pupils reach the age of 13, the law requires us to pass on certain information about them to the Local Authority which has responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/carer(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>. For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-databaserequests-received>.

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- Our Local Authority at Rochdale Council
- The DfE website at Department for Education  
<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Pupil information is shared with companies who have been contracted by the Academy to provide a specific service. The scope of the information shared varies between companies but is restricted to only that information which is required to provide the service.

## 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

The information shared is limited to the child's name, address and date of birth. However where a parent or carer provides their consent, other information relevant to the provision of Youth Support Services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the Youth Support Service via secure electronic transfer. We hold pupil data securely for the set amount of time shown in our data retention schedule.

### 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

Data is securely transferred to the Youth Support Service via secure electronic transfer. We hold pupil data securely for the set amount of time shown in our data retention schedule.

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

## Department for Education

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see below.

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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:

Mrs Susan Walker – Tel 0161 643 2643. Email: [susan.walker@stannesacademy.org.uk](mailto:susan.walker@stannesacademy.org.uk)

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
- A right to seek redress, either through the ICO, or through the courts

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

[Susan.walker@stannesacademy.org.uk](mailto:Susan.walker@stannesacademy.org.uk)

The academy's Data Protection Officer can be contacted at [DPOSchools@rochdale.gov.uk](mailto:DPOSchools@rochdale.gov.uk)

## 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>

## 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-pupil-database-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/data-protection-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-pupil-database-requests> received

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local Authorities
- Researchers
- Organisations connected with Promoting the Education or Wellbeing of Children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

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