



## **Privacy Notice – Kingsdale Foundation School Parents, Guardians and Carers**

Parents at our school have a legal right to be informed about how we use the personal information that we hold about their child(ren).

To make sure we do this, we have written this 'Privacy Notice' to explain how we are processing pupil level personal data.

Kingsdale Foundation School is the **Data Controller** for the purpose of the General Data Protection Regulation (GDPR).

The Data Protection Officer (DPO) is Dr C Power, who can be contacted via the school.

### **The personal data we hold about pupils:**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Nursery and primary school files
- Exclusion or alternative provision information
- Details of any medical conditions, including physical and mental health
- Information related to pastoral support provision
- Some medical record information, e.g. school based vaccinations
- Attendance and punctuality information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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

### **Why we collect and use this data?**

We collect and use pupil information to help us run the school and for purposes which include but are not restricted to:

- a) getting in touch with students and parents when we need to
- b) supporting pupil learning
- c) monitoring and reporting on pupil attainment & progress and tracking how well

- the school as a whole is performing
- d) providing appropriate pastoral care
  - e) assessing the quality of our services
  - f) keeping children safe (food allergies, emergency contact details, safeguarding)
  - g) meeting the statutory duties placed upon us for DfE data collections
  - h) administering admissions waiting lists
  - i) carrying out authorised research
  - j) complying with the law regarding data sharing

## **Our legal basis for using this information**

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

- 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 pupils' 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 pupils' 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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **How we collect pupil information**

We collect pupil information registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

In some cases, information may be shared with us by other organisations in line with the law. These might include Local Authorities and other organisations.

Pupil level data is essential for the school to run efficiently. Whilst most of the information provided to us is mandatory, some of it is 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 information to us or if you have a choice in this.

## **How we store pupil data**

We will keep personal information about pupils while they attend our school. We may also keep it after they have left the school, where we are required to by law.

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 contact a Deputy Headteacher.

## Who we share pupil information with

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about pupils with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (DfE)*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulators e.g. Ofsted, Ofqual etc.*
- *Suppliers and service providers – so that they can provide the services 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 regularly 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.

## Youth support services

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 and track 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 guardian 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 **an encrypted password** and transfer system.

## **Pupils aged 16+ years**

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 **an encrypted password** and transfer system.

## **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.

Kingsdale shares this information with the Department for Education via the School Census, three times per academic year. 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.

## **Requesting access to 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 personal information, or be given access to your child's educational record, please contact a Deputy Headteacher.

You also have the right to:

- raise an objection to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- raise an objection 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 personal data related to your child, 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 the Headteacher.

## **How Government uses pupil 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)

## **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)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **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 the DfE: <https://www.gov.uk/contact-dfe>