



Privacy Notice – Kingsdale Foundation School Pupils

As a student at our school, you have a legal right to be informed about how we use the personal information that we hold about you.

To make sure we do this, we have written this 'Privacy Notice' to explain how we are processing your 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 you includes:

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like some other schools, the Local Authority and the government.

This information includes:

- personal details and contacts (such as your name, unique pupil number, contact details and your address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and the involvement of other organisations)
- special educational needs (including the precise needs)
- 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)
- nursery and primary school information and data from other secondary schools you may have attended before Kingsdale
- assessment and attainment scores (such as key stage 1/2 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs and CCTV images

This list does not contain everything. If you would like more information about all of the types of information we process about you, please contact a Deputy Headteacher.

Why we collect and use pupil information

We collect and use pupil information to help us run the school for the following purposes:

- a) to get in touch with you and your parents when we need to and to keep you informed
- b) to support your learning
- c) to monitor and report on pupil attainment progress and track how well the school as a whole is performing
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep you safe (e.g. food allergies, or emergency contact details)
- g) to meet the statutory (legal) duties placed upon us for Department for Education data collections

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 the law
- We need to use it to carry out a task in the **public interest** (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission or **consent** to use it in a certain way
- We need to protect your **interests** (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

How we collect pupil information

We collect pupil information registration forms at the start of the school year or through a 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 appropriate organisations.

Pupil data is essential for the school to run efficiently. Whilst most of the information you provide to us is required, 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 will keep personal information about you while you are a pupil at our school. We may also keep it after you 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 the 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 you 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 (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Our regulators (the people who monitor us) 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*
- *Universities and university application providers (post-16)*

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 a 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 secure 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 secure system.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory (legal) 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 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 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 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 the Headteacher.

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)

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 for Education (DfE)

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/dfе-external-data-shares>