

## **Privacy Notice (How we use pupil information)**

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

- Personal information (such as name, unique pupil number, date of birth 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)
- Special educational needs information
- Relevant medical information
- Emergency contact details for parent/carer
- Assessment information
- Pupil and curricular records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Photographs and other media to support exam entries
- Exclusion information

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 information**

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- Protect pupil welfare
- to assess the quality of our services
- Administer admissions and EHC plans for admission

## **The lawful basis on which we use this information**

We only collect and use pupils' personal data when the law allows us to.

Most commonly, we process it where:

- 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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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.

## **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.

Whenever we seek to collect information from you or your child 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. If it is mandatory, we will explain the possible consequences of not complying.

### **Storing pupil data**

We keep personal information about pupils while they are attending our school or seeking a place at our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our Retention policy sets out how long we keep information about pupils and this is available online: <http://www.dorothygoodman.co.uk/policies/>

### **Data Sharing**

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Providers that the pupil's attend after leaving us
- Local authorities – to meet our legal obligations to share certain information, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- NHS/Health authorities
- The pupil's family and representatives
- Our regulator i.e Ofsted
- Our auditors
- Health and social welfare organisations
- Examination Boards such as JCQ
- Learning Records Service (Unique Learner Number information)
- Careers advice services
- Contracted service providers<sup>1</sup>
- Shared site schools or any schools where Children & Young People have a dual placement

### **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:**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census. Some of this

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<sup>1</sup> Stringent security measures are in place to ensure any contracted service provider fulfills the requirements of Data Protection. Some records are held on Google cloud based storage platforms and additional security measures are in place to restrict access to controlled documentation

information is then stored in the [National Pupil Database](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. For more information, see the Department's web page on how it collects and shares research data: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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>.

## **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 unless, as determined under the Mental Capacity Act they lack the capacity for this right.

### 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 your 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-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>

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

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

## Parents and pupils' rights regarding personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold - a '**subject access request**'. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, or to be given access to your child's educational record, please contact our Business Manager. ([office@dorothygoodman.leics.sch.uk](mailto:office@dorothygoodman.leics.sch.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 it being used for the purpose of direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data rectified, erased or destroyed or restrict processing; 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 by contacting our Business Manager ([office@dorothygoodman.leics.sch.uk](mailto:office@dorothygoodman.leics.sch.uk)). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Business Manager.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact details

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Business Manager at [office@dorothygoodman.leics.sch.uk](mailto:office@dorothygoodman.leics.sch.uk)