

Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal identifiers and contacts (such as name, unique pupil number and address; parental information; emergency contact information)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Medical and administration (such as doctor's information, relevant medical conditions, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural (such as behaviour incidents, exclusions and any alternative provision)
- Assessment and attainment (such as national curriculum assessments, GCSE results, post 16 courses enrolled for and any relevant results)
- Special educational needs (including the needs and ranking)
- Safeguarding information (such as court orders and professional involvement)
- School history (such as where pupils go when they leave us)
- Trips and activities
- Biometric data
- Photographs
- CCTV images captured in school
- Data about your use of the school's IT systems

This list is not exhaustive. To access the current list of information we process, contact the IT Services Manager.

Why we collect and use this information

We use the pupil information:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to keep children safe
- to assess the quality of our services
- to meet the statutory duties placed on us for DfE data collections
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We only collect and use pupil information when the law allows it. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest.

Less commonly, we may also process pupil information in situations where:

- We need obtained consent to use it in a certain way;
- We need to protect the individual's vital interests (or someone else's interests).

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.

Where we have obtained consent to use pupil information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and how consent can be withdrawn.

Collecting pupil information

We collect pupil information via the Student Information Form, on admission, and through the Common Transfer File (CTF) from the previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

We hold pupil information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our Records Management Policy, available on our website, sets out how long we keep information about pupils. We use all appropriate technical and organisational methods to secure your data.

Who we share pupil information with

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- awarding bodies
- schools that the pupils attend after leaving us
- Ofsted
- our School Nurse
- our school counsellors

We also provide pupil level personal data to third party organisations which supply services to us for which the provision of the data is essential for the service to be provided. Decisions on whether to release this data are subject to a robust approval process, including the arrangements in place to store and handle the data. We currently provide pupil level data for the following purposes:

- Systems integral to the delivery of core business services, e.g. Scomis, SISRA, Capita, Schoolcomms
- Systems integral to the operation of IT Services systems, e.g. Google, EE, Salamander, Lightspeed
- Curriculum products, e.g. GCSE Pod, SAM Learning, My Maths, VocabExpress

A full current list is available on request.

Photographs

As part of our school activities, we may take photographs and record images of individuals within our school. Where we don't need parental consent, we will clearly explain to the pupil how the photograph and/or video will be used.

We will obtain written consent from parents/carers for photographs and videos to be taken of pupils for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil. Consent can be refused or withdrawn at any time. If consent is needed and is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

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

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

The information shared is limited to the child's name, address, and date of birth. However where a parent provides consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age of 16.

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. We share information in the school census under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 'How Government uses your data' section.

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 Mary McWhinnie, PA to the Headteacher, mmcwhinnie@gillotts.org.uk.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (ie, permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes scientific/ historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect for you.

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/>

For further information on how to request access to personal information held centrally by DfE, please see 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have a right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting Mrs Mary McWhinnie, PA to the Headteacher, mmcwhinnie@gillotts.org.uk.

Last updated

We may need to update this privacy notice from time to time. This version was updated in August 2019.

Contact

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

Mrs Mary McWhinnie, PA to the Headteacher, mmcwhinnie@gillotts.org.uk

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

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

- schools and 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>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'.

Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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