

Great Torrington School

Pupils / Families Privacy Notice



How we use pupil information

Great Torrington School is the data controller for personal pupil information provided to us. Our primary reason for using your child's personal information is to provide him / her with their education.

The school determines the purpose and manner in which personal data relating to pupils and their families is processed.

In some cases, your data will be processed by a third party to further support your child's education. In these instances, the same level of data protection standards that Great Torrington School upholds is required of the processor.

Mr Jon Buss is the Head of Operations and the Data Protection Officer (DPO). His role is to oversee and monitor the schools' data protection procedures. The DPO can be contacted on 01805 623531 or via dpo@gts.devon.sch.uk

What data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, unique pupil number and address)
- Relevant medical information
- Information relating to SEND
- Exclusions and behavioural information
- Assessment information
- 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)
- Photographs
- CCTV images

Why we collect and use this information?

We collect and use the personal data of pupils and their families in order to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Safeguard pupils
- Celebrate pupil success

The lawful basis on which we process this information

Great Torrington School collects and uses personal data relating to pupils and their families in order to meet legal requirements and public interests set out in the GDPR and UK law, including those in relation to the following:

- The Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Article 6 – Lawfulness of Processing – under GDPR, with specific reference to Public Task and Legal Obligation
- Article 9 – Processing Special Personal Data – under GDPR, with specific reference to Legitimate Interest and Consent, in addition to those referenced above for Article 6

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. In order to comply with the Data Protection Bill (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have the option to refuse.

Storing pupil data

Personal data relating to pupils at Great Torrington School and their families is stored in line with the schools Data Protection Policy.

In accordance with the Data Protection Bill (GDPR), the school does not store personal data indefinitely. Data is stored in line with our Data Retention Policy.

Who do we share pupil information with?

We routinely share pupil information with:

- Any future educational establishments
- Future employers
- Devon County Council (our local authority)
- The Department for Education (DfE)
- School nurse / NHS
- Babcock Services / EWO
- Careers services

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will supply us with unique learner numbers (ULN) and may also supply details about their learning or qualifications.

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 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 DfE (for example; via the school census) please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 services as follows:

- Youth support services
- Careers advisors

A parent / carer 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 of 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence regarding educational performance to inform independent research, as well as studies commissioned by the DfE. 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 please visit:

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

The DfE 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether the 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
- 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 DfE'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 DfE has provided pupil information, (and for which project), please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE, please visit:

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about yourself that we hold. To make a request for your personal information, or be given access to your child's educational record please contact our Data Protection Officer, Mr Jon Buss via DPO@gts.devon.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 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
- Claim compensation for damages caused by a breach of the Data Protection regulations

Contact:

If you have a concern about the way we are collecting or using your personal data, or if you would like to discuss anything within this privacy notice, please contact our Data Protection Officer, Mr Jon Buss via DPO@gts.devon.sch.uk in the first instance. Alternatively please contact the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns/>