

# Lord Grey Academy

## Student Privacy Notice

### How we use student information.

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

### 1) The categories of student information that we collect, hold and share include

- Personal information (eg name, unique student number and address)
- Student photograph for internal school management system
- Characteristics (eg ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (eg sessions attended, number of absences and absence reasons, exclusions)
- Assessment information
- Medical information
- Information about special educational needs and behaviour
- Parental information (e.g. name, address, contact telephone numbers).

For 'children in need', looked-after children and adopted children we will collect, hold and share additional information, including information relating to

- episodes of being a child in need (eg referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- looked-after children (eg important dates, information on placements, whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adopted children (eg dates of key court orders and decisions).

For youth support services we collect and share information with providers in your area, once the student is aged 13 or over.

### 2) Why we collect and use this information

We use the student data to

- support student learning and welfare
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing.

### 3) The lawful basis on which we use this information

We collect and use student information under the submission of the school census returns, including a set of named student records. This is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis

- means that schools do not need to obtain parental or student consent to the provision of information

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- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to students
  - helps to ensure that returns are completed by schools.

We are required by law to collect and share certain parental and student information with youth support services in your area, once the student is aged 13 or over, under section 507B of the Education Act 1996. This is the local authority support service for young people aged 13 to 19 in England. We must provide student and parents' name(s) and address, and any further information relevant to the youth support services' role. However, if the student is over 16, you (or your parent(s)) can ask that no information beyond names, address and date of birth be passed to the support service. Please inform Student Services if you wish to opt-out of this arrangement.

This includes a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR-from 25 May 2018.

#### **4) Collecting student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

#### **5) Keeping student data**

Student record cards or printouts are retained for a minimum of seven years after the student has left school or until the student has reached the age of 25 years, whichever is the later date.

#### **6) Who we share student information with**

The groups we routinely share student information with, include

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- the youth support services
- the School Nurse Service.

#### **7) Why we share student information**

- We share students' 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.
- We are required to share parental and student information with youth support services by law, who are aged between 13 and 19 years old. Please refer to Directgov website for Young People at <https://nationalcareersservice.direct.gov.uk/>

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

#### **8) 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>.

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## 9) Requesting access to your personal data

Under data protection legislation, parents and students 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 our School Business Manager.

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.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 10) Contact

If you would like to discuss anything in this privacy notice, please contact our School Business Manager at the school.

## 11) The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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.

The department may share information about our students 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
- the arrangements in place to store and handle the data.

To be granted access to student 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.

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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 student 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>