



KING EDWARD VI
COMMUNITY COLLEGE

Privacy Notice: Student information

This privacy notice tells you what to expect when we collect and use personal information about our students.

1. The information we collect and process about our students includes:

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- biometric information (such as student photos, and a fingerprint scan for cashless catering)
- safeguarding information (such as court orders and professional involvement)
- special educational need requirements (including the needs and ranking)
- 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)
- assessment and attainment (including examination results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- travel information (such as passports for College trips)

2. Why we need to collect and process this information:

We collect and use pupil information to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- safeguard and promote the welfare of students
- meet the statutory duties placed upon us for DfE data collections
- communicate with our students and parents/carers
- provide library, ICT, catering, payment and information services
- maintain student records
- support behaviour management
- assess eligibility for bursaries and grants

3. Record retention

We have a record retention schedule which sets out how long we keep student information for. To request a printed copy please email us at administration@kingedwardvi.devon.ch.uk

4. Our legal basis for obtaining and processing personal information

We will only process your information where we have a lawful reason to do so. In most cases, this will be where it is necessary for us to perform a task in the public interest or exercise our official duties. There may be other times when we need to collect, share or use 'special' data (e.g. health data), in which case we may do so where we are performing our official duties and:

- we have your explicit consent; or
- it is necessary for social protection purposes (e.g. medical reasons, safeguarding of individuals at risk; protection from unlawful acts; prevention against fraud); or
- we need to comply with a legal obligation under an Act of law (e.g. The Education Act 1996; Children Act 2004)

5. Who we share personal information with

We do not share our pupil information with anyone unless we have consent, or where the law or our policies allow us to do so. We regularly share our information with the following organisations, so that we can carry out our official duties as a school:

- the Department for Education (DfE)
- our local authority
- school nursing team
- youth support services (pupils aged 13+)
- schools that the pupil attends after leaving us
- examination boards and moderators
- national Health Service (NHS)
- catering and trip payment service providers
- student and parent communication service providers
- student learning service providers
- IT service providers to enable pupil access to learning services

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils [England] Regulations 2013).

To find out more about the data collection and sharing requirements placed on us by the DfE (e.g. in relation to the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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, under section 3 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](#).

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/guidance/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: <https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact the DfE, please visit: <https://www.gov.uk/contact-dfe>

6. How we collect student information

We collect student information via:

- Admissions forms
- Admissions Transfer File (ATF) – a secure electronic file provided by the local authority
- Common Transfer File (CTF) – a secure electronic file provided by the previous school or local authority

Student data is essential for the schools' operational use. Whilst the majority of 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 at the point of collection whether you are required to provide certain information to us, or if you have a choice to do so.

7. How we store student information

We store information in line with our record retention schedule.

8. 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 or carer 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.

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

Data for both of the services above is securely transferred and stored, and held in line with their data retention schedule. For more information about services for young people, please visit our local authority website.

9. Additional information for children in need and looked-after children

In addition to the details set out in this privacy notice, this section explains how we use information relating to children in need and looked-after children. The categories of children in need and looked-after children information that we collect, hold and share include:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

- to support these children and monitor their progress
- to provide them with pastoral care
- to assess the quality of our services
- to evaluate and improve our policies on children's social care

The lawful basis on which we use this information

We will process this information where one or more of the following applies:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (i.e. the school)
- consent has been obtained from the data subject
- processing is necessary for compliance with a legal obligation
- processing is necessary in order to protect the vital interests of the data subject or of another person

Collecting this information

Whilst the majority of 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 at the point of collection whether you are required to provide certain information to us, or if you have a choice to do so.

Storing this information

We hold student information in line with our record retention schedule

Who we share this information with

- Department for Education (DfE)
- Local Authority
- NHS

Why we share this information

- We share children in need and looked-after children's data with the Department for Education on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.
- We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.
- Data collection requirements
- To find out more about the data collection requirements placed on us by the DfE go to:
Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>
Children in need: <https://www.gov.uk/guidance/children-in-need-census>

10. Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, please write to Steve Sherwood at:

administration@kingedwardvi.devon.sch.uk

Please note, due to information security you may be asked to provide additional identification before we can release any records to you.

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; 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/>

11. Contact us

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

Steve Sherwood
King Edward VI Community College
Ashburton Road
Totnes
Devon TQ9 5JX
01803 869200