



# AYLSHAM LEARNING FEDERATION

## Privacy Notice (How we use pupil/student information)

We collect and use pupil/student information under the principle of the General Data Protection Regulations (GDPR), which states that data is used for “specified, explicit and legitimate purposes”.

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

- personal information (such as name, unique pupil/student number 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);
- relevant medical information (such as medical conditions and allergies);
- assessment information (such as informal and formal testing);
- special educational needs information (such as learning and physical difficulties);
- exclusions and behavioural information (such as behaviour points, incidents, and credits); and
- safeguarding information.

### Why we collect and use this information

We use the pupil/student data:

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

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

We collect and use pupil/student information under lawful basis from article 6 under one of the following:

*Legal obligation:* the processing is necessary for us to comply with the law.

*Public task:* the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

*Consent:* the individual has given clear consent for us to process their personal data for a specific purpose.

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

Where we are processing special category data, set out in Article 9 of General Data Protection Regulation:

- *Processing is necessary for reasons of substantial public interest*, on the basis of Union or Member State law, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **Collecting pupil/student information**

Whilst the majority of pupil/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 pupil/student information to us or your consent is required for this or if you have a choice in this.

## **Storing pupil/student data**

We hold pupil/student data for the statutory time period for each specific type of data. More detailed information can be provided on request.

## **Who we share pupil/student information with**

We routinely share pupil/student information with:

- schools that the pupil's/student's attend after leaving us;
- other schools within the Federation or Trust;
- our local authority;
- the Department for Education (DfE);
- external support services, such as counsellors, educational psychologists;
- Ofsted;
- NHS;
- Capita SIMS;
- data systems: : Rising Stars – PIRA, PUMA and GAPs tests, intervention data, maths and spelling age data, Cognitive Ability Tests (CATs) data and Times Tables Rockstars test scores, Teachers to Parents, Parenta, Early Years Funding Portal;
- the police;
- Children and Adolescent Mental Health Services (CAMHS);
- before and after school providers;
- ParentPay;
- Norse Catering;
- Cunninghams (school catering);
- examination boards; and
- work experience providers.

## **Why we share pupil/student information**

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

We share pupils'/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 pupils/students with our local authority (LA) and the Department for Education (DfE) under section 3 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**

#### ***Students aged 13+***

Once our students reach the age of 13, we also pass student 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 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 pupil/student once he/she reaches the age 16.

### **The National Pupil Database (NPD)**

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

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/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; and
- 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/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.

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/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>

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

Under data protection legislation, parents and pupils/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, please contact:

Joanna Tuttle, Director of Business and Community Strategy:

[jtuttle@aylshamhigh.norfolk.sch.uk](mailto:jtuttle@aylshamhigh.norfolk.sch.uk)

or

Fiona Tibbitt, Data Protection Officer:

[office@st-michaelsaylsham.norfolk.sch.uk](mailto:office@st-michaelsaylsham.norfolk.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; 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 with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

### **Contact**

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

Joanna Tuttle, Director of Business and Community Strategy:

[jtuttle@aylshamhigh.norfolk.sch.uk](mailto:jtuttle@aylshamhigh.norfolk.sch.uk)

or

Fiona Tibbitt, Data Protection Officer:

[office@st-michaelsaylsham.norfolk.sch.uk](mailto:office@st-michaelsaylsham.norfolk.sch.uk)