

# ALDER GRANGE SCHOOL

## Privacy Notice - How we use pupil information.

(Please note that where the term 'pupil' is used this refers to all 'pupils' and 'students' in this 11-19 school)

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

Pupil Data	Why it is required
MIS ID	This is an auto-generated number given to a pupil when they are entered into the school database and it allows on-line library and learning/homework tools to recognise the pupil if their data changes.
<p><b><u>Pupil Information</u></b> Date of Birth / Forename / Surname / Admission Number / Unique Pupil Number</p>	Reduces the chance to two pupils being confused for one another in the system To identify pupil/student Used when on-line services are registered and then subsequently used.
Official School School Photograph	On electronic SIMS record. To identify pupil/student
<p>Other Photographs Taking photographs and video images of childrens' achievements and activities is a wonderful way of capturing a memory and promoting successes. We use photographs and videos of pupils, parents, staff, Past pupils, volunteers and other guests at School events for marketing, fundraising and other publicity purposes. We understand there are many valid reasons why you may not wish us to use your photograph or photographs of your children in this way. If you wish to remove consent at any time, please put your request in writing to the school office.</p> <p><b><u>Please note that by consenting to a child having their photograph taken is giving consent to the use of these photographs/videos for these purposes indefinitely.</u></b></p>	<p><u>Typical Uses of Photographs/Videos at Alder Grange School</u></p> <ul style="list-style-type: none"> <li>• For identification purposes</li> <li>• Building passes</li> <li>• For assessment purposes</li> <li>• For safeguarding purposes</li> <li>• Learning skills and feedback</li> <li>• Performing arts including dance and movement, concerts, drama performances, community events, assemblies.</li> <li>• Sports days and sports fixtures</li> <li>• Media including newspapers and television</li> <li>• Displays in the school of children's activities</li> <li>• Staff training and professional development activities.</li> <li>• Site security/CCTV</li> <li>• School Newsletter and Curriculum News</li> <li>• Publicity through the school website or social media outlets.</li> <li>• School prospectus</li> </ul>
CCTV Images/Videos	• To identify pupil/student

	<ul style="list-style-type: none"> <li>To protect the wellbeing / safety of your child and other pupils/students/visitors and staff.</li> </ul>
Date of admission	<p>Needed to complete statutory returns</p> <p>To identify pupil/student.</p>
Personal information of those named on contact form (such as name, relationship to child, address, phone number and email* address)	<p>*Email used for ParentMail communication</p> <p>Used to liaise with parents/carers about their child</p> <p>Used in emergency situations</p> <p>Used when on-line services are registered and then subsequently used.</p>
Characteristics (such as ethnicity, national identity, home language, proficiency in English, religion, traveller status, nationality, country of birth and free school meal eligibility)	<p>Needed to complete statutory returns</p> <p>Used when on-line services are registered and then subsequently used.</p>
Attendance information (such as sessions attended, number of absences, absence notes and absence reasons)	<p>Provide appropriate pastoral care</p> <p>Safeguard pupils/students</p>
Assessment information	Monitor and report on pupil/student progress
Child protection / safeguarding information	Safeguard pupils/students
Medical conditions/events and allergies	Safeguard pupils/students
Relevant Medical Information (such as linked agencies contact information)	Safeguard pupils/students
Any other agency involvement e.g. young people's services, careers service, speech and language therapist, paediatrician etc.	Safeguard pupils/students
Special Educational Needs and Disability Information	<p>Provide appropriate pastoral care</p> <p>Safeguard pupils/students</p> <p>Support pupil/student learning</p>
Behaviour and exclusions	<p>Provide appropriate pastoral care</p> <p>Safeguard pupils/students</p>
Previous school history	<p>Provide appropriate pastoral care</p> <p>Support pupil/student learning</p>
Any intervention work	<p>Provide appropriate pastoral care</p> <p>Support pupil/student learning</p>
Communication logs	<p>Provide and assess the quality of our services</p> <p>Provide appropriate pastoral care</p> <p>Safeguard pupils/students</p>
Timetables	Monitor and report on pupil/student progress
School Reports	Monitor and report on pupil/student progress
Any correspondence with parents or outside agencies.	Provide and assess the quality of our services
Details of any complaints made by parents, pupils or staff	Provide and assess the quality of our services
Parental consent forms	Comply with the law regarding data sharing
Closed Circuit Television (CCTV) data recordings that are used in the investigation of incidents that	Safeguard pupils/students

occur within and on the premises.	Please note: CCTV data is routinely stored for up to one week, unless some footage relating to an incident in school is stored as part of a pupils' disciplinary record
Filmed recordings made as part of external assessments at the end of Key Stages 4 & 5	Monitor and report on pupil/student progress Please note: these films will be retained until the September of the awarding year after which time they will be destroyed and a record of their destruction kept.
Media recordings made during teaching and learning activities	Monitor and report on pupil/student progress Please note: these films will be stored in a secure folder within the school network. At the end of each academic school year these materials will, unless needed for further study, be destroyed and a record of their destruction kept.

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

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on 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.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education. Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

## 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 General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing and erasing of pupil data.

We hold pupil data securely in school. In the event that a pupil transfers to another secondary school their data is transferred securely to the relevant member of staff in that receiving school. Data will be held from date of birth of the pupil plus 25 years. Files will be destroyed at the end of the 25<sup>th</sup> year. A central admission log detailing the name, date of admission and date of leaving, together with an archived set of external examination results will be securely retained in perpetuity.

Requests for data to be removed or erased can be made and will be considered on an individual basis.

## Who we share pupil information with.

We routinely share pupil information with:

- Schools or Higher Education Establishments that the pupils attend after leaving Alder Grange School.
- The Local Authority(LA), Lancashire County Council, or other Local Authorities in the case of looked after children.
- The Department for Education (DfE) .
- The Learning Records Service (participation and achievement data).
- National Health Service (NHS) / School Nurse / Health Visitors / General Practitioners/ Educational Psychologist.
- The Local Authority's SEND Team.
- Local Authority Transport (where necessary).
- Young Peoples Services / Careers Service.
- Children's Services (including early years, social care and early help).
- Parentmail.
- Parentpay.
- CPOMS (Child Protection Software).
- School Information Management System (SIMS Capita).
- Examination awarding bodies. Other 'Third Party' organisations that require data from our school data base for the specific provision of that service for example:, AQA result plus, GCSEPod, library software providers and homework/revision software providers. Please see our third party policy.
- Police / Multi Agency Safeguarding Hub (MASH).
- Any other agency according to statutory requirements and which are GDPR compliant.

Please contact us if you require a hard copy of our **Third Party Data Sharing Policy** to see the information we share with our third party partners. This is also available on our website.

## 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 our Local Authority and the Department for Education 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) goes 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.

A parent or guardian 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 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.

For more information about services for young people, please visit our Local Authority website.

## **Educational Institutions: Duty to Provide Information under the Education and Skills Act 2008**

Section 72 of the Education and Skills Act 2008 places a statutory duty on a responsible person at an education provider to provide LAs with 'relevant information' about students on request. Relevant information is:

- a. the name, address and date of birth of the pupil or student;
- b. the name and address of a parent of the pupil or student; and
- c. information in the institution's possession about the pupil or student, except where a parent of a pupil or student under the age of 16, or a pupil or student who has attained the age of 16, has instructed you not to provide that information.

Sections 76 and 77 provide additional data sharing powers to support local authorities to deliver their duties. The statutory guidance provides that local authorities should agree data sharing agreements with education providers and other public bodies that set out the information they will provide, when it will be provided and how they will ensure that data is passed securely.

## 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 Department for Education 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 for Education 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 Department for Education 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 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 information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the Department for Education: <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 them that we hold. Once a child is 12 years old their individual consent must be sought. To make a request for your personal information, or be given access to your child's educational record, contact Simon Varley - Data Protection Officer.

### 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.

### How to make a subject access request:

- In the first instance please contact Mr Simon Varley - Data Protection Officer who will ask you to complete a detailed form.
- The material requested will be provided in a written format unless otherwise requested. Electronic copies can be supplied upon request.
- The period of time for the processing of the request will not exceed one month from the date that the request was made. For complex requests this time period can be extended by a further two months from the date that the request was made.
- In the event of a delay the requestor will be informed within one month from the date the request was made along with a reason for the delay.

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/>

This Privacy Notice was prepared using a DFE template. In addition, recommendations from an Association of School and College Leaders (ASCL) have been included.

## Contact.

If you would like to discuss anything in this privacy notice, please contact:  
Justine Lee – School Business Manager.  
Simon Varley – Data Protection Officer.

Tel: 01706 223171

Email: [bursar@aldergrange.lancs.sch.uk](mailto:bursar@aldergrange.lancs.sch.uk)

Please contact the school office if you require a paper copy of this **Privacy Notice**. Please see **General Data Protection Policy** for detailed information.

**Last reviewed by SLG December 2020**