



Review frequency (Free/annual/etc.)	At least every 2 years.
Date of initial review	Summer 2021
Responsibility of (FGB/Committee/individual)	DP/Finance
Date circulated to FGB	27 <sup>th</sup> April 2021
Signed by Chair (W Dix Finance Committee)	<i>W Dix</i>
Next Review date	Summer 2023
Date received by Staff	Summer 2021

## PRIVACY NOTICE - STUDENT

### HOW WE USE YOUR INFORMATION

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

We collect personal data as well as special category data such as

- Contact details
- National curriculum assessment results
- Attendance information
- Exclusion information
- Education/Employment/Training (or not) after leaving
- Personal characteristics (such as ethnic group)
- Special educational needs information
- Medical/Dietary information
- Live moving images via CCTV

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

To support our students learning, to monitor and report on student progress, to provide appropriate pastoral care, to assess the quality of our services and to ensure the safety and security of the site, students, staff and visitors; we comply with the law regarding data sharing.

#### 3. The lawful basis upon which we use this information

As a UK public authority we process the information above under the basis of **Public Task**, to carry out our official functions.

Where **Consent** is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- Emergency medical treatment
- Internet access
- Photographs/moving images
- Social media
- Data exchange/transfer
- Educational visits
- Biometrics

In addition we are legally obliged to share information about our students with the Department for Education as part of statutory data collections, such as the school census. We process this data under

the basis of **Compliance**.

In the event of an emergency, where the sharing of medical information with the appropriate medical authorities may protect someone's life, we do this under the basis of **Vital Interests**.

#### **4. Collecting students information**

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

#### **5. Storing students data**

We hold student data for a period of 25 years from the child's date of birth. After this time all paper files are confidentially destroyed and electronic files are permanently deleted. CCTV footage is only retained for 30 days.

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

We routinely share students information with:

- Schools that the student attends after leaving us
- Local Authority
- Department for Education
- School Nurses Team

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

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

We share students data with the Department for Education 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 to the local authority and the Department for Education under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

#### **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>.

#### **9. Youth support services**

For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition once our students reach the age of 13, the law requires us to pass on certain information about them to Entrust Careers & Participation Services who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these students' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role.

We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Entrust Careers & Participation Services by informing the school.

This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk).

## **10.The National Pupil Database**

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. 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 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 that 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 of 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 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 students information, (and for which project) please visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

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

## **11.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, please contact the school in the first instance.

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
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed. In the instance of CCTV the right of erasure will not apply as erasure will happen automatically after 30 days.

- Lodge a complaint and/or claim compensation for damages caused by a breach of Data Protection legislation

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, if you are not satisfied with our response you can contact the external regulator of information rights and law the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Because we collect and process personal data we are registered as 'Data Controller' under current Data Protection legislation. Please contact the school if you have any questions about our privacy policy and notice, information we hold about you, or if you have a complaint about privacy or misuse of personal data. Our registered address as Data Controller is:

Stafford Manor High School  
Wolverhampton Road  
Stafford  
ST17 9DJ

You can also contact our Data Protection Officer using the below contact details.

Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

Post to:

*Data Protection Officer  
Information Governance Unit  
Staffordshire County Council  
2 Staffordshire Place  
Stafford  
ST16 2DH*

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the [Information Commissioner's Office \(ICO\)](#).