



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). We use this personal data to:

- support and enhance our students' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- protect public monies against fraud

This information will include their contact details, Key Stage 2 assessment results, progress data, baseline test results, attendance information, conduct and any exclusion information, where they study after they leave us and personal characteristics such as their ethnic group, entitlement to free school meals, eligibility for Pupil Premium funding, any special educational needs they may have as well as relevant medical information. We use your child's photograph for identification purposes on the school's data management system. You can update your child's details at any time using Parent Insight and we ask that you do this on an at least annual basis.

We use a text and email messaging system which allows us to communicate information to you effectively; for example we would text you to inform you of a school closure due to poor weather, to remind you of school events and communicate with you by email when necessary. For these services we require parents' mobile numbers and email addresses and these are shared with our text messaging service provider for the purposes above.

Once our students reach the age of 13, the law requires us to pass on certain information to our Local Authority, Derbyshire County Council, who has responsibilities in relation to the education or training of 13-19 year olds. 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 request that only their child's name, address and date of birth be passed to Derbyshire County Council by informing Ms K Higgins, Assistant Headteacher. 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 the local authority website <http://www.derbyshire.gov.uk/>.

We also share student information with our independent careers advisory service, North Star Guidance, in order that they can offer appropriate post 16 advice and guidance.

In order to support student progress and learning we share limited student information with a number of external organisations and companies. This allows students to, for example, access online learning materials, our online homework setting tool, staff to access student information electronically to allow them to teach your child effectively and allows us to analyse student progress data, set appropriate targets and track student performance. We use data management systems to help us record information relating to safeguarding and student wellbeing.

Organisations and companies with whom we share our data have an obligation to be compliant with data protection legislation and the forthcoming General Data Protection Regulation 2018.



On occasions we will take photographs of individual or groups of students in school, taking part in events, for example Sports Day or for curriculum or assessment purposes, providing photographic evidence of achievements. We may use these for display or publicity purposes, for example sending them to the local newspaper. We seek your consent for this when your child joins the school. If your child is taking part in a school visit we will ask your consent for your child's photograph to be taken and subsequently used as above. If we wish to include your child's photograph on our website or in our prospectus we will seek your consent.

The lawful bases for processing are set out in Article 6 of the General Data Protection Regulation 2018 (GDPR) . At least one of these will apply when we consider the basis for processing your child's data:

- (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose (eg: you and your child have chosen to use biometric fingerprinting for school meals, you have opted to use ParentPay)
- (b) Contract: the processing is necessary for a contract we have with the individual. (This would apply to staff contracts)
- (c) Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life. (eg: safeguarding, passing information to Social Care)
- (e) 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.
- (f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

To ensure your son or daughter's information is kept safe we have the following controls/limitations in place:

- a) the information will not be used for any purpose other than those stated in this notice
- b) the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- c) the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- d) the information will only be held for the periods agreed in our school's Record Retention Policy and Schedule, after which it will be destroyed.

Our school's Record Retention and Schedule can be found here:

- [Record Retention Policy and Schedule](#)



- e) the information will be held, used and shared in accordance with Data Protection Act 1998 legislation (pending the new act of parliament) and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

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

In circumstances where we have sought your consent for your son or daughter's information to be held and/or shared for any purpose, you can withdraw that consent at any time by contacting Ms K Higgins, Assistant Headteacher.

You can also contact the person named above if you wish to:

- access any records we hold about your son or daughter
- have any information we hold about your son or daughter corrected if inaccurate
- have any information we hold about your son or daughter erased – unless this forms part of their school record or information we hold relating to safeguarding
- restrict how information we hold about your son or daughter can be used or shared – as long as this does not impede our official functions
- object to information about your son or daughter being held – see above
- have any information we hold about your son or daughter transferred to a third party

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 student level data, requestors 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 on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-student-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-student-database-requests-received>



If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact:

For Derbyshire County Council:

Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

For DfE:

Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk>
Telephone: 0370 000 2288

Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact Ms K Higgins, Assistant Headteacher.

If however you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510
Website: <https://ico.org.uk/>



* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.

This privacy notice is written pending the introduction of the General Data Protection Regulation May 2018 and will be revised and amended in due course.