

## Privacy Notice – student information

### How we use student information

We collect and hold personal information relating to our students and may 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
- keep children safe
- meet the statutory duties placed on us by DfE data collections
- protect public monies against fraud

### The categories of information we process

This information will include students' Unique Pupil Number, 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 ethnicity, 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 by contacting the school office.

### Who we share information with

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 under section 507B of the Education Act 1996. DCC also requests contact information from students in year 11 directly and uses this information to ascertain student destinations when they leave us.

A parent/guardian can request that only their child's name, address and date of birth be passed to Derbyshire County Council by informing our data protection officer. 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 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. We use an online careers guidance package to provide information for students and parents on post 16 options and we share your child's personal data with this company in order that careers information is personalised and targeted.

We also share student information with our independent careers advisory service 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, use the library management system, access 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. Information is shared with the examination boards in order that students can sit examinations and achieve accreditation. 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 General Data Protection Regulation 2018.

From time to time, we work with voluntary organisations and charities, who provide enrichment activities or deliver particular projects or programmes. We will seek your consent for your child to work with these organisations. Information shared will be limited to that which is necessary for them to provide the service and they are bound by our external providers' data sharing agreement.

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.

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 this purpose, we share parents' mobile numbers and email addresses with our text messaging service provider.

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 students 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.

### **How Government uses your data**

The student data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### **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-scho>

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

Much of the data about students in England goes on to be held in the National Pupil Database (NPD).

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

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

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](mailto: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](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk>  
Telephone: 0370 000 2288

## CCTV

The building is managed by Interserve under a PFI contract. There is a CCTV system operating in school, for the

purposes of health and safety and safeguarding. Images are processed and retained in line with the building operator's CCTV policy. Please contact Mrs J Emsley for a full copy of this document.

### **The lawful bases for processing information**

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 (e.g.: 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.
- (c) Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations, for example statutory returns on student progress).
- (d) Vital interests: the processing is necessary to protect someone's life e.g.: 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.

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.  
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. Please contact Mrs C Bulger for a copy of this document.
- d) the information will be held, used and shared in accordance with Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 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 our data protection officer.

### **Requesting access to personal information**

Under data protection legislation, parents and pupils 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, contact our data protection officer.

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

- have any information we hold about your son or daughter corrected if inaccurate

- have any information we hold about your son or daughter transferred to a third party
- 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

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 our data protection officer.

If you want to contact our Data Protection Officer, Mrs Bulger, please email: [cbulger@chapelhigh.org.uk](mailto:cbulger@chapelhigh.org.uk)

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.

\*The DfE have yet to issue guidance in this area and our Record Retention Policy and Schedule is that provided by Derbyshire County Council.

**Approved by Governors Resources & Personnel Committee: 15 October 2018 Minute 8 (b)ii**