

**Privacy Notice (How we use pupil and parental information)**

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

* Personal information (such as name, DOB, unique pupil number, contact details, photographs and biometrics)
* Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
* Pupil and curricular records
* Results of internal assessments and externally set tests
* Attendance information (such as sessions attended, number of absences and absence reasons)
* National curriculum assessment results
* Special educational needs information
* Relevant medical information
* Behavioural information
* Welfare & Safeguarding information
* CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education

**The categories of parental information that we collect, hold and share include:**

* Personal information (such as name and contact details)
* Information relating to Free School Meal Eligibility where an application is made

**Why we collect and use this information**

We use the pupil data:

* to support pupil learning
* to monitor and report on pupil progress
* to provide appropriate pastoral care
* to protect pupil welfare
* to assess the quality of our services
* to comply with the law regarding data sharing
* to support pupils in deciding what to do after leaving school
* to provide site security

We use parental data:

* for communication purposes, including
* to enable parents to pay for trips, dinner money etc. using the schools on line payment provider.

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

We collect and use pupil informationto fulfil our Legal Obligation under Section 537A of the Education Act 1996, and Section 83 of the Children Act 1989. We also comply with Article), and Article 9(2)(g)of the General Data Protection Regulation (GDPR)

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

* We need to comply with a legal obligation (Article 6(1)(c))
* We need it to perform an official task in the public interest (Article 6(1)(e))

Less commonly, we may also process pupils’ personal data in situations where:

* We have obtained consent to use it in a certain way (Article 9(2)(a))
* Processing is necessary for carrying out obligations under social security or social protection law (Article 9(2)(b)
* We need to protect the individual’s vital interests (or someone else’s interests) (Article 9(2)(c))
* Processing is necessary for reasons of substantial public interest (Article 9(2)(g))

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils’ personal data overlap, and there may be several grounds which justify our use of this data.

**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 pupil data**

We hold pupil data on computer systems and also sometimes on paper. We hold educational records securely and retain them until you transfer to a new school or until you reach the age of 25, after which they are safely destroyed.

**Who we share pupil information with**

There are strict controls on who can see your information. We will not share your data if you advise us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We routinely share pupil information with:

* schools or colleges that pupils attend after leaving us
* our local authority (or other relevant local authority) and their commissioned providers of local authority services
* the Department for Education (DfE)
* Examination Bodies, The Learner Registration Service and Joint Council for Qualifications
* The pupil’s family & representatives
* Ofsted
* Suppliers & service providers – to enable them to provide the service we have contracted them for.

**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 (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

When a pupil moves school their records are transferred to the new school in accordance with the Education (Pupil Information) (England) Regulations 2005.

**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>.

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

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under Section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.

**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.

We must provide both the pupil and parent’s/s’ name(s) and address, and any further information relevant to the support services’ role; this will include telephone contact details.

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.

**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 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 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 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 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 DfE: <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. To make a request for your personal information, or be given access to your child’s educational record, contact Miss Z Hardy at the School.

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/concerns/>

**Contact**

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

Lisa Bowman

dpo@kings-international.co.uk

If you are unable to access any of these websites please contact the LA or DfE

Corporate Information & Governance Team

Surrey County Council

Legal Services

County Hall

Penrhyn Road

Kingston upon Thames

foi@surreycc.gov.uk

03456 009009

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