



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)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Pupil and curricular records
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as National Curriculum assessment results, internal assessments)
- Special educational needs information (including the needs and ranking)
- Medical information and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Welfare & Safeguarding information (such as court orders and professional involvement)
- Photographs and CCTV images captured in school

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, photograph (if visiting the school) 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 and keep children safe
- 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
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

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
- when visiting the school for security & safeguarding.

The lawful basis on which we use this information

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

We collect and use pupil information to 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 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))
- Processing is necessary under our statutory duty to report notifiable diseases in the Public Health (control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010

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

We collect pupil information in variety of ways including via registration forms, data collection forms, Common Transfer File (CTF) or secure file transfer from previous school.

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 Data Protection Legislation, 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.
- Public Health England where we have a duty to notify of an infectious disease
- Youth support services (pupils aged 13+)

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.

To fulfil other statutory duties such as those under the Public Health (control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010

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.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Operation Encompass

Kings International College is enrolled onto the Operation Encompass scheme, a joint project between police forces, local authorities, LA Domestic Abuse Services and schools, where every school day morning DSLs are notified of all domestic abuse incidents that have occurred and been reported to police in the previous 24 hours which involved a child at school (72 hours on a Monday morning). This provides an opportunity for schools to ensure the right support is in place at the right time for children who are experiencing domestic abuse. For more information on Operation Encompass, please visit: [Home : Operation Encompass](#) .

Department for Education

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 pupils 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](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

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 dpo@kings-international.co.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dpo@kings-international.co.uk.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 24th November 2023

Contact

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

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>

How Government uses your data

The pupil data that we lawfully share with the the Department for Education (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 (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

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

The NPD is owned and managed by the Department for Education (DfE) 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 for Education (DfE).

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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils’ personal data with certain third parties, including:

- schools and 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 for Education’s (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>