

PRIVACY NOTICE

for

Pupils in Schools

Privacy Notice – General Data Protection Regulations (GDPR) 2016

Chenderit School is a data controller for the purposes of the GDPR. We can be contacted as follows:-

Chenderit School
Archery Road
Middleton Cheney
Banbury
OX17 2QR

Tel 01295 711567
Email enquiries@chenderit.northants.sch.uk

Our Data Protection Officer is Julia Jackman. She can be contacted via the details above.

Collecting pupil information

We collect personal information from you and may receive information about you from your previous school, Northamptonshire County Council and their contractors, the DFE and their contractors, the Department for Health and the Learning Records Service. We hold this personal data to:

- Support your learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Support your transition to a post 16 provider of education or training
- Assess how well we are doing and
- To comply with the law regarding data sharing

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as gender, ethnic group, special educational needs, any relevant medical or health information, biometrics, admission number, planned future destination, pastoral and academic information, examination entries. This data may only be used or passed on for specific purposes allowed by law to organisations like:

Local Authorities and their contractors	Department for Education (DfE) and their contractors
Ofsted	
Department of Health (DH)	Education Funding Agency (EFA)
Awarding bodies	Skills Funding Agency (SFA)
Approved third party software providers	Post-16 Education Providers

Schools that pupils attend after leaving us

All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

We collect the majority of this data under contractual and legal obligations. We also collect data that you have given your consent for us to hold/use (eg photograph, biometrics) that protects your interests (eg health information or academic references) and for public interest (eg for statutory purposes)

The lawful basis on which we use this information

We collect and use pupil information under our legal obligation to provide education and welfare for our students. The main pieces of legislation we comply with are:-

General Data Protection Act (2016) Article 6 1 (c) (*processing is necessary for compliance with a legal obligation to which the controller is subject*)

General Data Protection Act (2016) Article 9, 2 (b) (*processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law*)

The Education (Information About Individual Pupils) (England) Regulations 2013, section 3
The Education Act (1996)

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 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.

To find out more about data sharing with our LA go to

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/management-and-administration/data-management/Pages/pupil-census.aspx>

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>.

Youth support services

Pupils aged 13+ and 16+

Once our pupils reach the age of 13 or 16, 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

- post-16 education and training providers

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>

We do not transfer data to countries outside of the United Kingdom.

Upon joining Chenderit School, you have completed a consent form detailing various data you are happy for us to use beyond our legal obligations. You may withdraw your consent at any time, by contacting our Data Protection Officer in writing.

Data retention

Data is retained in-line with our Data Protection Policy and Retention Schedule which can be obtained via our website <http://www.chenderit.northants.sch.uk/school-policies.asp> or a paper copy can be provided on request.

Requesting access to your personal data

You have the right to request a copy of the information that we hold about you (known as a Subject access Request), to request that inaccuracies are rectified and to request the deletion of personal information. Please contact our Data Protection Officer in writing for more information.

If you would like to discuss anything in this privacy notice or make a complaint about our data procedures, please contact our Data Protection Officer in the first instance (see contact details on page 1).

If you wish to escalate a complaint, please contact the Information Commissioner's Office <https://ico.org.uk/> or 0303 123 1113.