

## **Farmor's School – Data Privacy Notice (How we use student information)**

### **Why do we collect and use information about you?**

The General Data Protection Regulations 2018 (GDPR) is a set of rules designed to make sure that personal data is kept safe and is used appropriately. We collect and use information about you for the following reasons:

- By law we have to process your data to make sure we meet the requirements of:
  - The Education Act 1996
  - The Admissions Code (December 2014)
  - Keeping Children Safe in Education (September 2018)
  - Any other statutory duties placed on us for Department for Education data collections.

### **How might we use your data?**

There are various ways that we may use or process your data to support and protect you, and make sure that your best interests are considered whilst you are a student at Farmor's School. For example:

- to support your learning
- to monitor and report on your learning and progress
- to enable us to provide support for you whilst you are at Farmor's School through our pastoral care system
- to assess the quality of what we do as a school to allow us to try to do our best and provide you with the best education that we can
- to allow us to meet the requirements of the law regarding data sharing
- To keep you safe. For example this would include information regarding food allergies and emergency contact details for your parents and carers.

### **What categories of student information do we collect, hold, process and share?**

The categories of data include:

- Information about you – such as your name, date of birth, address and contact details.
- Your unique pupil number, which is a number allocated to you when you start school that identifies you throughout your school life.
- Your personal characteristics that we need to the annual school census. The census is an annual survey of all students in the country undertaken by the government. This survey includes data such as:
  - Ethnicity eg Asian, African, White, Mixed Race, etc
  - Language eg whether English is the main language that is spoken at home
  - Whether you are eligible for free school meals or for financial support through funding called 'pupil premium'. The school receives funding for you if:
    - You are entitled to free school meals, or have been entitled at any time in the last 6 years
    - You are in care, adopted or fostered
    - You are a child of members of the Armed Forces.
- Attendance information, such as the number of morning and afternoon sessions you have attended, the number of absences you have had and the reasons for those absences. We need to record this by law to make sure that you are receiving your entitlement to an

education. We are required to share this information with the Local Authority and the Department for Education.

- Safeguarding information, such as court orders and the professionals that support you.
- Special educational needs and disability information to that we can be sure we take account of any needs that you have to support you when you are at school.
- Important medical information to ensure that you have the support you are entitled to and that you are kept safe and well. For example your doctor's details, information about your health, including allergies, medication and dietary requirements.
- Behavioural information, for example the number of homeworks you have missed, detentions and exclusions, together with any relevant alternative provision that is put in place for you.
- Assessment information, such as Key Stage test results, ongoing assessments throughout your time at Farmor's School and your GCSE and A level results. We record this information so that we can support you appropriately to achieve your best.
- Information relating to activities and events that are arranged by the school, for example trips and sports activities.

*This list is not exhaustive a current list of other categories of pupil information can be found on our school website.*

### **Collecting student information**

When you join us, we collect information about you from your previous school via a secure file transfer. We will also ask you and/or your parents for information through the completion of a data collection form to ensure that the information we have at that point is correct. This data collection will be completed each year.

A majority of the information that you provide to us has to be collected by law, however some information is provided on a voluntary basis. When we ask you for information, in order to comply by the rules of GDPR we will tell you whether you are required by law to provide the information or if you have a choice in this.

### **Storing student data**

Your data is held securely either on our school network, or in locked filing cabinets and cupboards. We restrict access to your data to that only those people who need to can see it. We also make sure that people only have access to that they need to do their job and not necessarily everything that we hold about you. Access to any sensitive personal data is strictly restricted to only those who need to see it.

We keep the data and information we have about you until your 25<sup>th</sup> birthday; we are required to do this by law. After that your data is deleted from our computer systems and any paper records are destroyed. We use a specialist company who have the correct authorisation to destroy paper records for us.

Our policies relating to Data Protection and Data Retention Schedules can be found on our website.

### **Who do we share student information with?**

We routinely share student information with:

- Schools and colleges that you may attend after leaving us
- Youth support services (when you reach the age of 13)
- Our local authority, Gloucestershire County Council (GCC)

- The Department for Education (DfE)
- The NHS or school nurse as needed for your wellbeing and safety and to support national vaccination programmes
- Counsellors and Education Psychologists as and when it is appropriate
- 4Matrix, which is an organisation that analyses our GCSE and A level results to help us to identify where we are doing well and what we need to improve.

*All data is shared using secure file transfers or via secure portals.*

We also routinely share information with companies that provide services to schools to support your education. An example of this is Show My Homework (SMH), the platform you use to find the homework set for you. *A current list of other companies with whom we share pupil information can be found on our school website.*

### **Aged 14+ qualifications**

For students who are taking post 14 qualifications such as GCSEs or A levels, the Learning Records Service (LRS) will give us your unique learner number (ULN) and may give us details about your learning or qualifications. The LRS collect data on behalf of the Education and Skills Funding Agency (ESFA) for the Government.

### **Why we share student information**

We do not share information about you with anyone without consent, unless the law requires us to, or our policies allow us to. We ask your parents, or you when it is relevant, for consent to use specific and limited data for educational or publicity purposes when we send you our student contact forms to update each year in September/October.

### **Data collection requirements:**

If you would like to find out more about the data collection requirements placed on us the the DfE (for example via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Youth support services – What is different about pupils aged 13+?**

Once you reach the age of 13, we also pass your information to our local authority and/or the 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.

A parent/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 of request is transferred to you once you reach the age of 16.

### **Our students aged 16+**

We also share certain information about you once you reach the age of 16 with our local authority (GCC) and the provider of youth support services (Prospects). We must do this as they have responsibilities in relation to the education or training of 13-19 year olds under Section 570B of the Education Act 1996.

If you would like more information about services for young people, please visit <https://youthsupportteam.co.uk/>

## The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides important information about how schools are performing. This information is used to inform independent research, as well as studies the DfE asks others to conduct on its behalf. It is held in electronic format for statistical purposes and to analyse national trends. This information is securely collected from a range of sources including schools, local authorities and awarding exam bodies, such as AQA, OCR and Edexcel who set exams and award qualifications such as GCSEs and A levels.

By law, we must provide information about you to the DfE as part of annual surveys, or data collections; these data collections are called the '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.

If you would like more information about the NPD, please visit

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE may share information about students at Farmor's School 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 DfE has strong processes in place to ensure that the data is kept confidential and there are very strict rules and controls in place regarding who can access and use data. Decisions on whether the DfE allows other people to access the data 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
- The arrangements in place to store and handle data

To be granted access to student information, organisations must obey the strict rules and terms and conditions covering the following arrangements:

- Confidentiality (how it is kept private)
- Security arrangements (how it is kept safe)
- Retention (how long it is kept)
- Use (how it is used)

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

## Requesting access to your personal data

Under data protection law, you and your parents have the right to request access to information that we hold about you. To make a request for your personal information, or for your parents to be given access to your educational record, contact Mrs Sue Dorey, Business Lead and Data Protection Officer.

You also have the right to:

- Object to processing of your personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing. *We confirm that Farmor's School does not provide data to anyone for marketing purposes*
- Object to decisions being taken by automated means. This means a computer programme making decisions about you based on your data without a human being involved. *We confirm that Farmor's School does not use any automated decision making systems*
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim for 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, you should raise your concern with us in the first instance by contacting Mrs S Dorey, Business Lead and Data Protection Officer. You may alternatively 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 Mrs S Dorey, Business Lead and Data Protection Officer.