



Privacy Notice for Students and Parents

Approved and Adopted

Policy Author:	Sarah Conlon
Approved by:	Full Governing Body
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Privacy Notice (How we use personal information)

Cranbourne is the Data Controller for the use of personal data in this privacy notice.

Why do we collect and use personal information?

We collect and use personal information:

- to support student learning
- to monitor and report on student attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education (DfE) data collections

Youth support services

What is different about students aged 13+?

Once our students reach the age of 13, we also pass student 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 / student once they reach the age 16.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software and held for 6 years.

Our students aged 16+

We will also share certain information about students aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software and held for 6 years.

For more information about services for young people, please visit our local authority website.

Department for Education (DfE)

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.

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

- Personal identifiers and contact details (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend)
- Assessment and attainment (such as phonics results, post 16 courses enrolled for and any relevant results)
- Special educational needs (including the needs and ranking)
- Medical 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)
- Safeguarding information (such as court orders and professional involvement)
- Assessment information
- Modes of travel
- Post 16 learning information
- Biometric information

Legal Basis for Processing

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

- with consent of the data subject,
- where we are complying with a legal requirement,
- where processing is necessary to protect the vital interests of a data subject or another person and
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

When the personal data consists of special category data we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

When we process personal information for the purposes of complying with a legal requirement the relevant legislation includes the Education Act 1996, 2002 and 2011,

The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We also share students' data with the Department for Education (DfE) on a statutory basis either directly or via our local authority. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

AI system

We will make use of AI system(s) in some processing of pupil personal data.

Collecting personal information

We collect student information via forms completed by parents or students, Common Transfer File (CTF), any biometric data or images collected by the school, or secure file transfer from previous school.

Student data is essential for the schools' operational use. Whilst the majority of personal 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 at the point of collection, whether you are required to provide certain personal information to us or if you have a choice in this.

Storing personal data

We hold student data securely for the set amount of time shown in our data retention schedule [DfE retention schedule - GOV.UK](#)

Who do we share student information with?

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- Youth support services (students aged 13+)
- The Department for Education (DfE)
- Students family and representatives, where appropriate
- Educators and examining bodies
- Our regulators (such as OFSTED)
- Suppliers and service providers – so that they can provide the services we have contracted for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities

- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

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.

We are required by law, to provide information about our students 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 student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 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 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student 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>

Requesting access to your personal data

Under the General Data Protection Regulation, parents and students 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: Klara Reddy by email via dpo@cranbourne.hants.sch.uk.

You also have the right, subject to some limitations 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
- a right to seek redress, either through the ICO or through the courts

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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact: Klara Reddy by email via dpo@cranbourne.hants.sch.uk.

Sharing by the Department for Education (DfE)

DfE will only share students' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share students' 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 student 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 UK GDPR, 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>;

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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