

## **Gillingham School Privacy Notice** **(Why and How we use student information)**

Gillingham School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Gillingham School upholds are imposed on the processor.

Mrs Emma Vallender is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with GDPR (General Data Protection Regulation).

### **Why we collect and use this information**

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students

### **Our Legal Basis to Process Data**

Gillingham School holds the legal right to collect and use personal data relating to students and their families, and we also receive information regarding them from their previous school, Local Authority and the Department for Education.

Under GDPR, the lawful bases we rely on for processing pupil information **are legal obligation, public task and substantial public interest.**

We collect and use personal data in order to meet legal requirements and legitimate interests set out in GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR: Processing of personal and special category data is necessary due to a legal obligation and substantial public interest.
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

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

- Personal information (such as name, unique pupil number and address, parent/guardian, contact details)

- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special Educational Needs and Disability
- Behaviour and exclusions
- Education/school history
- Siblings information
- Safeguarding information (such as court orders and professional involvement)
- Identity management, such as school photographs & CCTV
- Free School Meals & Pupil Premium management
- Trips and activities

## How we collect pupil information

Pupil data is essential for the schools' operational use. We collect pupil information via Admission Forms, SIMS ParentLite App, Common Transfer Files (CTF) and other information which you send to the school.

Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For most students this will be until the year of their 25<sup>th</sup> birthday, as set out in the Dorset Local Authority retention schedule. However, we are required to retain some Special Educational Needs and Disability information for longer than this. Student files are stored securely and paper files destroyed by, secure collection and incineration.

## Who we share pupil information with

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

We routinely share pupil information with:

- Schools that the students attend after leaving us
- Our Local Authority (Dorset County Council)
- Other Local Authorities in which our students live (Wiltshire, Somerset)
- Youth support services (students aged 13+)

- The Department for Education (DfE)
- Exam Boards
- The Education and Skills Funding Agency
- Caterlink (School Catering providers)
- School transport companies
- Curriculum resource providers, such as GCSEPod and MyMaths.
- NHS, the school nurse and other health professionals as necessary

Data (such as student names) may be shared with educational websites to enable students to log in to these in lessons or for home learning.

When data is required to be shared, the same data protection standards that Gillingham School upholds are imposed on the processor. The minimum amount of data is transferred, such as student name and date of birth, as necessary.

## **The Learning Records Service (LRS)**

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

## **Youth support services**

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.

- Post-16 education and training information
- Youth support services
- Careers advisers

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

## **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 students 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 Students) (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.

## **How Government uses your data**

The pupil data that we lawfully share with the 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)

## **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. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013. The DfE may share information about our students 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

## **Sharing by the Department for Education (DfE)**

The law allows the Department to 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>.

## **Requesting access to your personal data**

Under data protection legislation, 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 Mrs Emma Vallender (Data Protection Officer) 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
- have inaccurate personal data rectified, blocked, erased or destroyed
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

## Contact

If you would like to discuss anything in this Privacy Notice, please contact Mrs Emma Vallender (Data Protection Officer) at the school.