



## Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- 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
- Relevant Medical Information
- Special Educational Needs Information
- Exclusion / Behaviour Information
- Post 16 Learning Information

### 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 assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the General Data Protection Regulation (GDPR). Our usual basis for doing so is that collecting and using such data is a 'public task' and part of our official function as a school. Some kinds of data need to be collected because it is our 'legal obligation' to do so, for example, for health and safety reasons. For situations where the data is not part of our official function, we will ask for your consent before we collect the data. For particularly sensitive data ('special category data'), such as information on ethnic origin, religion, or sexual orientation, we will ensure that our collection or use of the data satisfies Article 9 of the GDPR, which lists additional conditions which must be in place.

## Collecting pupil information

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 the General Data Protection Regulation, 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 for:

Description	Retention period
Pupil's Educational Record	DOB of pupil + 25 years
Examination results – pupil copies (public and internal)	Add to pupil file
Child protection information (held in separate files)	DOB of pupil + 25 years
Attendance registers	Date entry made + 3 years
Correspondence relating to authorized absence	Current academic year + 2 years
Special educational needs files, reviews and Individual Education Plan	DOB of pupil + 25 years <i>Note this retention period is the minimum retention period that any pupil file should be kept</i>
Statement of SEN/ EHCP and any amendments	DOB of pupil + 25 years
Advice and information provided to parents regarding educational needs	DOB of pupil + 25 years
Examination results (Schools' copy)	Current year + 6 years
Records created to obtain approval to run educational visit outside the classroom	Date of visit + 10 years
Parental consent forms for school trips where there has been no major incident	Conclusions of the trip
Parental consent forms for school trips where there has been a major incident	DOB of the pupil involved in the incident + 25 years

## Who we share pupil information with

We routinely share pupil information with:

- Members and Trustees of RLT in the support of pupil learning;
- Trust staff in the support of pupil learning;
- The school's Local Governing Body
- Consultants engaged by the Trust to support pupil learning;
- Staff of other Trust schools in the support of pupil learning;
- Staff of Partnership schools in the support of pupil learning;
- Cloud based educational programmes to support pupil learning and communication;
- Parents & Carers of our schools;
- School Nursing & Dental Services;
- External agencies; health, SEND, child protection, welfare and safeguarding services;
- Local media publications;
- Schools that the pupils attend after leaving us;
- The school's local authority;
- The Department for Education (DfE);

## 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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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>.

## 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

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.

## **Pupils aged 16+**

We will also share certain information about pupils 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

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

## 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>

## 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 Dr Martha Hawes (mhawes@cherwell.oxon.sch.uk)

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim 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, we request that you raise your concern with us in the first instance. Alternatively, you can 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:

Dr Martha Hawes ([mhawes@cherwell.oxon.sch.uk](mailto:mhawes@cherwell.oxon.sch.uk)) or telephone: 01865 558719 or write to Dr Martha Hawes, The Cherwell School, Marston Ferry Road, Oxford, OX2 7EE

Updated: May 2018

Review Date: May 2020