

## **The Park Community School**

### **Privacy Notice – How we use student information**

The School has a duty to collect and maintain mandatory educational records in respect of every registered pupil at the School under the Education (Pupil Information) (England) Regulations 2005. The categories of student information that we collect, hold and share contain vitally important records which, not only capture the progress of the student throughout their time at the school, but also contain personal details and information beneficial to their wellbeing within the school environment.

#### **The student information we collect, hold and share includes:**

- Personal information (such as name, unique pupil number, photograph 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)
- Medical information (medical conditions such as allergies, asthma or disabilities)
- Special educational needs and pastoral care information
- Assessment information (such as progress assessment, monitoring reports and exam results)
- Exclusion/behavioural information
- Financial information (such as eligibility for benefits to assess eligibility for Bursary funding or for trip/Boarding fee payments)
- Student image for ID
- Learner groupings (such as class groupings, tutor group, timetables)
- School meal history
- CCTV footage
- Incidents or accidents
- Learner information

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

We use the student data to:

- support student learning;
- monitor and report on student progress and attendance;
- provide appropriate pastoral care, to safeguard and promote the welfare of students;
- administer medicine and personal care;
- assess the quality of our services;
- comply with the law regarding data sharing;
- communicate with you and parents/carers;
- provide catering and payment services;
- provide library, ICT and information services;
- process admissions;
- maintain student records;
- support behaviour management;
- assess eligibility for bursaries and grants;
- provide student support services;
- monitor equal opportunities;
- ensure students' safety and security, to prevent and detect crime;
- promote the school and its activities;
- carry out audits (e.g. to ensure compliance with our legal obligations);
- deal with complaints, grievances and disciplinary actions.

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

We collect and use student information 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;
- for compliance with a legal obligation;
- where consent has been obtained from the data subject;
- for the performance of a contract with the data subject;
- to protect the vital interests of the data subject or of another person.

### **Storing Student Data**

We hold student data until the individual reaches the age of 25, or 75 for students who are from a child in care background.

### **Collecting student information**

Whilst the majority of student information provided to the School is mandatory, some of it is provided on a voluntary basis. In order to comply with Data Protection Legislation we will always inform you when information is voluntary and will always give you the right to decline. You also have the right to retract voluntary data previously submitted at any point in the future.

In line with legal guidance, consent for voluntary information is sought from parents until students reach year 9 after which students are deemed meet the legal definition of being 'mature enough to have capacity to understand and agree to share their personal data' unless there are mitigating circumstances.

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

Student names and/or student work may be publicly displayed around the school site in a celebration of student endeavour and achievement.

We routinely share student information with:

- Schools or further education providers that the student's attend after leaving us;
- Authorised alternative education providers where applicable;
- Our local authority and other Government commissioned services providers;
- The Department for Education (DfE), Education Funding Agency or Skills Funding Agency as applicable;
- NHS;
- The Police or other authorised law enforcement agencies;
- School nursing team;
- Examination Boards and moderators;
- Parent payment service providers;
- Student and parent communication service providers;
- Student learning service providers;
- Careers advisors;
- School trip providers and destinations (for example names to purchase tickets);
- IT service providers to enable student access to learning services;
- Print service providers for the production of school related news or publications;
- School Auditors and Inspectors.

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

We do not share students' personal information without consent unless the law allows us to do so, and then we do so in compliance with the Data Protection legislation.

We are required to share information about our students with the Department for Education under provision 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

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 in relation to the provision of youth services and careers advice and for post-16 education and training provision.

We also share student information where and when appropriate with other third parties to enable our students to access important services as below. Any such sharing of information is done with consent and under legally binding agreements to ensure that processing of personal data is done in a manner compliant with Data Protection legislation and its requirements regarding the collection, use and retention of the personal data of data subjects.

### **Further Information**

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

Further information on the data collection requirements placed on us by the Department for Education can be found on the following webpage.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

For further information about privacy notices and your rights under data protection legislation, please visit.

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

### **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 our designated data protection officer via [admin@theparkschool.org.uk](mailto:admin@theparkschool.org.uk) or postal contact to The Data Protection Office, The Park Community School, Park Lane, Newport, Barnstaple, Devon EX32 9AX.

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/>

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer  
C/O The Park Community School,  
Park Lane  
Newport  
Barnstaple  
Devon  
EX32 9AX