

Great Torrington School

Pupils / Families Privacy Notice



How we use pupil information

Great Torrington School is the data controller for personal pupil information provided to us. Our primary reason for using your child's personal information is to provide him / her with their education.

The school determines the purpose and manner in which personal data relating to pupils and their families is processed.

In some cases, your data will be processed by a third party to further support your child's education. In these instances, the same level of data protection standards that Great Torrington School upholds is required of the processor.

Mr Jon Buss is the Head of Operations and the Data Protection Officer (DPO). His role is to oversee and monitor the schools' data protection procedures. The DPO can be contacted on 01805 623531 or via dpo@gts.devon.sch.uk

What data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Information relating to SEND (including the needs)
- Medical and administration information (such as doctors information, child health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- Assessment and Attainment information
- Behavioural information (such as exclusions and any relevant alternative provisions)
- Photographs
- CCTV images
- Biometric algorithms (for access to our cashless catering system)

Why we collect and use this information?

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, in order to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep children safe / safeguard pupils
- Meet the statutory duties placed upon us by the Department of Education
- Celebrate pupil success

The lawful basis on which we process this information

Great Torrington School collects and uses personal data relating to pupils and their families in order to meet legal requirements and public interests set out in the GDPR and UK law, including those in relation to the following:

- The Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Article 6 – Lawfulness of Processing – under GDPR, with specific reference to Public Task and Legal Obligation
- Article 9 – Processing Special Personal Data – under GDPR, with specific reference to Legitimate Interest and Consent, in addition to those referenced above for Article 6

Collecting pupil information

We collect pupil information via:

- Common Transfer File (CTF)
- New joiners forms (S11 parts 1 & 2)
- Secure file transfer from previous schools
- SIMs Parent
- Data Collection Sheets
- CPOMs transfers
- Direct from families
- Local Authority
- Fischer Family Trust

Pupil data is essential for the schools' operational use. 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 Data Protection Bill (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have the option to refuse.

Storing pupil data

Personal data relating to pupils at Great Torrington School and their families is stored in line with the schools Online and Data Protection Policy.

We hold pupil data securely for the set amount of time shown in our Data Retention Policy. For more information on our data retention schedule and how to keep your data safe, please visit www.gts.devon.sch.uk

Who do we share pupil information with?

We routinely share pupil information with:

- Any future educational establishments
- Future employers
- Devon County Council (our local authority)
- The Department for Education (DfE)
- School nurse / NHS
- Babcock Services / EWO
- Careers services
- Youth Support Services (pupils aged 13+)

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 DfE lawfully through data collections. This data sharing underpins school funding and informs / supports education policy monitoring and research

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:

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) please visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

Youth Support Services

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 advisors

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence regarding educational performance to inform independent research, as well as studies commissioned by the DfE. 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.

To find out more about the NPD please visit:

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

Sharing by the Department

The law allows the Department to share pupils' 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 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil 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 DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the DfE, please visit:

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer, Mr Jon Buss via DPO@gts.devon.sch.uk

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 please contact our Data Protection Officer, Mr Jon Buss via DPO@gts.devon.sch.uk

Depending on the lawful basis above, you may 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
- A right to seek redress, either through the ICO, or through the courts

Contact:

If you have a concern about the way we are collecting or using your personal data, or if you would like to discuss anything within this privacy notice, please contact our Data Protection Officer, Mr Jon Buss via DPO@gts.devon.sch.uk in the first instance. Alternatively please contact the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns/>