

# PRIVACY NOTICE 2018



## WHY DO WE COLLECT AND USE PUPIL INFORMATION?

We collect and use pupil information under the principle of the General Data Protection Regulations (GDPR) which states that data is used for “**specified, explicit and legitimate purposes**”. We use pupil data to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services; and
- comply with the law regarding data sharing.

Pupil information which we collect, hold and share include:

- personal information (i.e. name, unique pupil number and address);
- characteristics (i.e. ethnicity, language, nationality, country of birth and free school meal eligibility); and
- attendance information (i.e. sessions attended, number of absences and absence reasons).

## COLLECTING PUPIL INFORMATION

We process pupil information in order to “exercise the official authority vested in us” to deliver education to your child. 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 GDPR we will inform you when your consent is required, for example in respect of racial or ethnic origin, religion, or where we intend to use photographs or biometric finger prints.

## STORING PUPIL DATA

We hold pupil data until your child reaches 25 years.

## 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 are required to share information about our pupils with the (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

## WHO DO WE SHARE PUPIL INFORMATION WITH?

We routinely and/or occasionally share pupil information with:

- The Local Authority (LA) (i.e. admissions, exclusions)
- Department for Education (DfE)
- Ofsted
- NHS (vaccinations/school nursing service)
- Children First Hub
- Capita SIMS
- Data systems: 4 Matrix; Doodle; ClassCharts; Cpoms
- IT contractor - Alamo
- Police

- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)
- Other schools/academies/MATs (during pupil transfer)
- Eclipse library records system
- Cunninghams (school catering)
- Examination boards
- Connexions
- Work experience providers
- Offsite learning providers
- Residential trip organisers (and insurers)
- Tempest (school photographers)
- Accelerated reading
- Parentmail
- Renaissance Learning (Accelerated Reading Scheme)
- Skills Funding Agency
- Sixth form colleges & other post-16 providers
- Managing Information Across Partners (MIAP)
- Standards Testing Agency
- Peripatetic agencies (Wakefield Music Services)
- Sheffield University (Discover US Programme)

## AGED 14+ QUALIFICATIONS

For pupils enrolling for post-14 qualifications, the Learning Records Service will give us a pupil’s unique learner number (ULN) and may also give us details about the pupil’s learning or qualifications.

## DATA COLLECTION REQUIREMENTS

To find out more about the data collection requirements placed on us by the Department for Education (for example the school census) go to:

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

## WHAT IS DIFFERENT ABOUT PUPILS AGED 13+?

Once our pupils reach the age of 13, we pass pupil information to the 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; and
- careers advisers.

A parent/carer can request that **only** their child’s name, address and date of birth be 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.

## OUR PUPILS AGED 16+

We will also share certain information about pupils aged 16+ with the 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; and
- careers advisers.

For more information about services for young people, please visit the 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. 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 pupil 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 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; and
- providing information, advice or guidance.

The Department has robust processes in place to ensure that 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 GDPR, parents/carers and pupils have the right to request access to information about them, which we hold. To make a request for your personal information, or be given access to your child's educational record you can download a Subject Access Request for from the "Parents" page of the school website: [www.croftonacademy.org.uk](http://www.croftonacademy.org.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, 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:

Andrea Hewson, Data Protection Officer

## OTHER DISCLOSURES

We will advise you at the time, should we wish to disclose your child's data to any other appropriate third party (i.e. new contractors/partners), and this Privacy Notice will be updated.

**CROFTON ACADEMY**

High Street, Crofton, Wakefield, WF4 1NF  
Tel: (01924) 862985 Fax: (01924) 865985



**[www.croftonacademy.org.uk](http://www.croftonacademy.org.uk)**