

# **Thomas Telford School**



## **Privacy Notice Student Data**

**May 2018**

## **Introduction**

Thomas Telford School collects a significant amount of information about its students. This notice explains why the information is collected, how it is used, the type of information collected and the lawful reasons for doing so.

## **The reasons data is collected**

Student data is collected and used to:-

- Fulfil statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for students
- Manage behaviour and effective discipline
- Monitor effectiveness
- Comply with legal obligations to share data
- Support students to fulfil their potential
- Keep students, parents and carers informed about school events and school news

## **The Legal Obligations**

Thomas Telford School must make sure that the information it collects and uses about students is in line with the GDPR and Data Protection Act. This means that the School must have a lawful reason to collect the data and that if it shares it with another organisation or individual it must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The DfE and Local Authorities require Thomas Telford School to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

There are also obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the Police and social care.

Thomas Telford School shares information about students who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says the information must be shared, for example school nurses may visit the School.

Counselling services, careers services, occupational therapists are the type of people the School will share information with, so long as there is consent or are required by law to do so.

Thomas Telford School must keep up to date information about parents and carers for emergency contacts.

### **How the data is used**

In School various third party tools are used to make sure that student's best interests are advanced. Details are recorded about progress, attainment and pupil development to support future planning and learning.

Software is used to track progress and attainment.

Data is used to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

Systems are used to take electronic payments for school meals and other school related payments. This includes financial software to manage school budgets, which may include some pupil data.

Biometric information is used for our cashless payment system this is done via a thumb image.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of students as well as individual children.

The School may share student details with industrial partners and universities to facilitate work placement opportunities and specialist trips and visits to ensure that students are able to take part in activities that are most relevant and useful to them.

The School may use consultants, experts and other advisors to assist in fulfilling its obligations and to help run properly. There might be a need to share student information with them if this is relevant to their work.

Contact information is used to keep students, parents, carers up to date about school events.

### **The type of data that is collected**

The DfE and government requires Thomas Telford School to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

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

Personal information – e.g. names, pupil numbers and addresses

Characteristics – e.g. ethnicity, language, nationality, country of birth and Free School Meal eligibility

Attendance information – e.g. number of absences and absence reasons

Assessment information – e.g. national curriculum assessment results

Relevant medical information and social care

Information relating to SEND and health needs

Behavioural information – e.g. number of temporary exclusions

CCTV, photos telephone and video recordings are also personal information.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE 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.

Thomas Telford School are required by law, to provide information about its 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 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 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 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 student 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 student 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 personal data**

Under Data Protection legislation, parents and pupils have the right to request access to information that is held about them. To make a request for personal information, or be given access to your child's educational record, individuals should contact The Data Administrator.

There is also 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

Any concerns about the way Thomas Telford School are collecting or using personal data, should be raised with the School 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 The Headmaster's Professional Assistant.

**More information about Data Protection and Our Policies**

How Thomas Telford School manages the data and its responsibilities to look after and share data is explained in the Data protection Policy, and connected policies, which are also available on our website.

If an individual feels that the data held is not accurate, or is no longer needed they should contact the School's office. Our complaints policy explains what to do if there is a dispute. Subject Access Requests are dealt with by the specific policy on the website.