# Privacy Notice

Date:  May 2024
Review date: May 2025
Approved by the Advisory Board:  May 2024

Linked with other policies:
- Attendance Policy
- Complaints Policy
- Data Protection Policy
- Disciplinary Procedure
- Equality Statement
- Freedom of Information Policy
- Health and Safety Policy
- Library Policy
- Safeguarding Incorporating Child Protection Policy
- Workforce Privacy Policy
- Safe Administration of Medicines

Signed:

**Version Control**

| Version | Date of review/change(s) | Page and paragraphs affected | Summary of update |
|---------|--------------------------|------------------------------|-------------------|
| 1 | May 2021 | | No changes |
| 2 | May 2022 | P 4 | White Rose Maths added to Online Learning Resources |
| | | Page 6 Contacts | Change of contact name to Tracey Buchan |
| 3 | May 2023 | Page 6 Contacts | Katy Millage external Data Protection Officer removed |
| 4 | May 2024 | Page 4 | Amendments to list: Careers Advisor added [Online Resources] changed to 'see ROPA for full details' 'This list is not exhaustive' |
| | | Pages 6-7 | Paragraphs added re. Filtering and Monitoring |
| | | P7 | Tracey Buchan details added |

# Privacy Notice (How we use student information)

We collect and use student information under the principle of the General Data Protection Regulations (GDPR), which states that data is used for "specified, explicit and legitimate purposes".

**The categories of student information that we collect, hold and share include:**

- personal information (such as name, unique student 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)
- relevant medical information (such as medical conditions and allergies)
- assessment information (such as informal and formal testing)
- special educational needs information (such as learning and physical difficulties)
- exclusions and behavioural information (such as behaviour points, incidents, and credits)
- safeguarding information.

## Why we collect and use this information

We use the student data:
- to support student learning
- to monitor and report on student 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 student information under lawful basis from article 6 under one of the following:

*Legal obligation:* the processing is necessary for us to comply with the law.
*Public task:* the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
*Consent:* the individual has given clear consent for us to process their personal data for a specific purpose.

We do not share information about our students with anyone without consent, unless the law and our policies allow us to do so.
Where we are processing special category data, set out in Article 9 of General Data Protection Regulation:

- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

**Collecting student information**

Whilst the majority of student 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 student information to us or your consent is required for this or if you have a choice in this.

**Storing student data**

We hold student data for the statutory time period for each specific type of data. More detailed information can be provided on request.

**Who we share student information with**

We routinely share student information with:

- Schools that the student attends after leaving us
- Other schools
- Our local authority
- The Department for Education (DfE)
- External support services, such as counsellors, educational psychologists, careers advisor
- Ofsted
- NHS
- Netcentral
- Google for Education - G-Suite
- Securly
- Microsoft 365
- Libresoft
- Data systems: (currently Pupil Asset and Earwig)
- Online learning resources: see ROPA for full details
- Literacy Online
- The police
- Children and Adolescent Mental Health Services (CAMHS)
- Open Arms Support Services
- College
- Examination boards
- Work experience providers

*This list is not exhaustive*

**Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 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

*Students aged 13+*
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.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or carer 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 student once he/she reaches the age 16.

**The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education 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.

We are required by law, to provide information about our students 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-supportinginformation.

The department may share information about our students 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 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 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 your personal data
Under data protection legislation, parents and students 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:

Ms S Dangerfield
head@allsaintslessingham.co.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
- 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/

**Filtering and Monitoring**

**Use of your personal data for filtering and monitoring purposes**
While within school premises, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers).
**Our internet and online systems are used to support teaching and learning, pastoral and wellbeing, financial and personnel issues.** To do this we have to be mindful that staff, pupils, volunteers, and visitors may access the internet to undertake tasks.
We have an obligation to put in place suitable Filtering and Monitoring systems, which apply to all school devices, whether used on site or off site. Filtering and Monitoring will also apply to personal devices that access our internet connection on the site.

**Filtering** is the safety measure designed to restrict and control the content which can be accessed by staff, pupils, volunteers, and visitors.

**Monitoring** concerns the review of user activity on the school's network to promote the safeguarding of staff, pupils, volunteers, and visitors.

**Management of Data**

We use third party systems to manage the Filtering and Monitoring obligations that are Department for Education requirements, as set out in Keeping Children Safe in Education and the wider safeguarding standards that are mandatory.

The records will be retained in line with the school's retention policy. However, there may be instances where elements need to be retained for a longer period if there are safeguarding concerns.

This data will be processed as part of a Public Task with a Legal Duty to implement the systems and procedures.

**What do we do with the data?**

The data will be reviewed internally by suitably appointed Safeguarding and IT professionals. There may be occasions when it is necessary to share material with third parties such as the police, social care or health professionals. Sometimes this can be done without any notification to the person or person who have been the source of the concerns.

If matters need to be raised with individuals this will be done according to our wider data protection, safeguarding and employee policies as is appropriate.

**Contacts**

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

Ms S Dangerfield

Headteacher - head@allsaintslessingham.co.uk

Or

Tracey Buchan

School Secretary and Representative of the DPO– admin@allsaintslessingham.co.uk

Appendix A - **G Suite for Education, Microsoft 365 and Securly Notice to Parents and Guardians**

To ensure the online safety of our students, we are using Securly (cloud-based web filter company) which works alongside G Suite to offer cloud-based web filtering. All internet searches and activity is monitored internally by the Securly Administrators and Safeguarding Team. Any searches of concern are reported directly to the Headteacher. Securly also enables us to audit emails, documents and Drive for any instances of cyber-bullying, violence, concerning activity or any other instance which would require further action from the school.

This notice describes the personal information we provide to Google and Microsoft for these accounts and how Google/Microsoft collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education/Microsoft accounts, students may access "Core Services" offered by Google/Microsoft.

In addition, we also allow students to access "Additional Services": which have been specifically chosen by the school and have educational value and relevance to teaching.

Further details about the information that G Suite and Microsoft collect as well as how they use and discloses the information can be found at:

https://gsuite.google.com/terms/education_privacy.html

https://privacy.microsoft.com/en-gb/privacystatement

https://www.securly.com/childrensPrivacy