

# **Ivanhoe School Privacy Notice: Information about pupils in school**

Ivanhoe School are data controllers for the purposes of the General Data Protection Regulation (GDPR). We collect information about pupils from parents and pupils, and may also receive information from previous schools, the Local Authority (LA) and the Learning Records Service.

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

- Personal information and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Details of school on and off-site trips and activities that a student has participated in
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Photos (used internally to help with the identification of pupils)
- Assessment Information (such as key stage 2 results)
- Relevant medical information (such as doctors information, child health, allergies, medication and dietary requirements)
- Attainment and behaviour information (such as exclusions and any relevant alternative provision put in place)
- With explicit consent, biometric data for the use with cashless catering and door access systems photos of students involved in school activities for use in school, local and social media
- Catering information (such as purchases made in the canteen)
- Lesson monitoring systems (to aid with the development of our teachers)

This list is not exhaustive, to access the current list of categories of information we process please see the school Data Asset register.

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

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to meet the statutory duties placed upon us for DfE data collections

- to comply with the law regarding data sharing
- to create accounts within educational software systems to support learning
- to ensure the wellbeing of pupils (medical information and emergency contact details)
- To keep children safe

## **Under the General Data Protection Regulation (GDPR), The lawful basis on which we use this information**

1. Collecting and processing pupil information is necessary for compliance with a legal obligation to which the controller is subject, i.e. to allow Ivanhoe School to fulfil a legal duty to educate children. Where processing of data would otherwise be exempt under GDPR, we will ensure explicit consent is gained before processing occurs e.g. biometric data for canteen and door entry systems and photos of students involved in school activities for use in school, local and social media.

## **Collecting pupil information**

We collect pupil information via , pupil registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school, IEHP, trips and activities medical consent forms

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 requested on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school.

We hold pupil data until the data subject reaches the age of 21.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- education establishments which provide systems/products to aid teaching and learning youth support services (pupils aged 13+)
- organisations who provide residential trip facilities
- School Nurse
- NHS

## 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 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share information about our pupils with

- Arbor (Management Information System)
- Wisepay (Dinner money and trip payments)
- Biometrics (Dooe entry and cashless dining system)
- Evolve (School trip Management)
- Moodle (Virtual Learning Platform)
- My Ed (Parental Communication Portal) until 2023

## 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

### Pupils aged 13+

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 advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service and stored on our secure school database.

For more information about services for young people, please visit our 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 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>

## How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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 Mel Konig (m.konig@ivanhoe.co.uk), Ivanhoe School, North Street, Ashby-de-la-Zouch, Leicestershire, LE65 1HX

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; A right to seek redress, either through the ICO, or through the courts

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mel Konig (m.konig@ivanhoe.co.uk), Ivanhoe School, North Street, Ashby-de-la-Zouch, Leicestershire. LE65 1HX