



Champion EDUCATION TRUST

PRIVACY NOTICE HOW WE USE STUDENT INFORMATION

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1	9 th December 2020	Early approval for use at other schools

A family of Schools

PRIVACY NOTICE

HOW WE USE STUDENT INFORMATION

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)
- Assessment information
- Medical Information
- Special Educational Needs Information
- Exclusion/Behavioural information
- Post 16 destination information (i.e. college/sixth form applications)

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 the following conditions contained within Article 6(1) of the GDPR:

- a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- b) Legal obligation: the processing is necessary for you to comply with the law.
- c) Vital interests: the processing is necessary to protect someone's life.
- d) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- e) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

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 if you have a choice in this.

STORING STUDENT DATA

We hold student data for a specified period which is detailed in the School's retention schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

WHO WE SHARE STUDENT INFORMATION WITH

We routinely share student information with:

- Schools that the student's attend after leaving us
- Our local authority
- The Department for Education
- National Health Service
- Learning Records Service - <https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice>

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 the (DfE) under regulation 5 of The Education (Information About Individual Students) (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 and Education and Skills Act 2008 the duty to participate in education or training.

This enables them to provide services as follows:

- Youth support services
- Careers advisers – impartial careers information, advice and guidance

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

Students aged 16+

We will also share certain information about students aged 16+ with 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 and Education and Skills Act 2008 the duty to participate in education or training

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers – impartial careers information, advice and guidance

For more information about services for young people, please visit our local authority website.

THE NATIONAL STUDENT 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-student-database-user-guide-and-supporting-information>.

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
- 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-student-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, contact school.

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/>

CONTACT

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

Mr Lee Gardiner

Data Protection Officer

Blackburn Town Hall (G Floor), Blackburn, BB1 7DY or

Schools.IG@blackburn.gov.uk