



Student Privacy Notice

**Data Protection Act 2018 (also known as
General Data Protection Regulation)**

Student Privacy Notice

We, Furze Platt Senior School, are the Data Controller for the purposes of the Data Protection Act 2018 (also known as General Data Protection Regulation). We collect information from you and may receive information about you from your previous school. We do not sell on to third parties any student data.

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

- Personal information (such as name, contact details, unique student number, ID photo and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, biometric information)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special Educational Needs information
- Student Inclusion information
- Exclusion and Behavioural information
- Post-16 information and destination information
- Financial information

We hold this personal data and use it to:

- support pupils teaching and learning
- provide appropriate pastoral care
- monitor and report on pupil progress
- assess how well the school is doing

Where pupils enrol for post 14 qualifications, we will be provided with a Unique Learner Number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

The retention period for pupil information is based on their date of birth plus 25 years. Their data will follow the pupil if they transfer to another school.

Obtaining and Processing

Furze Platt Senior School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data is held, the likely recipients of the data and the data subject's right of access. If details are given verbally, the person collecting will explain the issues before obtaining the information.

“processing” means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.

“data subject” means an individual who is the subject of personal data or the person to whom the information relates.

“personal data” means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, internet or media.

“parent” has the meaning given in the Education Act 1996, and includes any person having parental responsibility or care of a child.

For more information on the data subject's rights (known as Principle 6) please go to the following website <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>

We are required by law to pass information to the Local Authority (LA) and the Department for Education (DfE). Data is also sent to other agencies, as prescribed by law, such as the Standards and Testing Agency, Joint Council for Qualifications (JCQ), Ofsted, Education and Skills Funding Agency, Department of Health

(DfH) and the Primary Care Trust (PCT). All these are Data Controllers for the information they hold and receive and will have their own Privacy Notice.

If you would like to see a copy of the information held please contact Furze Platt Senior School office.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- https://www3.rbwm.gov.uk/info/200168/schools_and_schooling
- <https://www.gov.uk/government/organisations/departments-for-education>

If you are unable to access these websites, please contact RBWM or the DfE

Data Protection Officer
Royal Borough of Windsor & Maidenhead
Town Hall
St Ives Road, Maidenhead, SL6 1RF

Email: dpa@rbwm.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings, Great Smith Street London, SW1P 3BT

Telephone: 0370 000 2288
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk

What happens with the data?

The **Local Authority (LA)** uses the information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special education needs a child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and for target setting. The LA is also required to maintain the accuracy of all information held about children and young people in their area. The LA may also share information with other LAs.

The **Department for Education (DfE)** is the Data Controller for the purposes of the Data Protection Act. The **DfE** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. It also uses the information to provide funding to LAs/schools.

Pupil information may be matched with other data sources that the DfE holds in order to model and monitor their educational progression and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DfE may also use contact details from these sources to obtain samples for statistical surveys which may be carried out by research agencies working under contract to the DfE. Participation in such surveys is usually voluntary. The DfE may also match data from these sources to data obtained from other statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies including the Office for National Statistics and Analyse School Performance, who will use the data for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individual pupils or identifies individuals in any results. This data sharing will be approved and controlled by the DfE's Chief Statistician.

The **DfE may also disclose individual pupil information to independent researchers** on the educational achievements of pupils who have a legitimate need for it, but each case will be determined on its merits and subject to the approval of the DfE's Chief Statistician. The DfE's powers to pass data to researchers are derived from The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations 2009.

These regulations restrict the researchers who may receive data to 'persons conducting research into the educational achievements of pupils and who require individual pupil information for that purpose'.

Please also note that the school uses CCTV to monitor security of the Site and Buildings. Full details can be found in our CCTV Policy on our website.

Other external companies/organisations we share student data with

We also share information with other organisations including but not limited to the following:

Company/Supplier Name	System Name	Additional Information	Links
Adviza		Careers Advice Service	Company Website Privacy Notice
Alkemygold Ltd	ALPS	Data Analysis Tool (Grades & Progress)	Company Website Privacy Notice
AQA Education	AQA, Teachit	Exam Board	Company Website Privacy Notice
Bacs Payment Schemes Limited	Bacs	Payment Transfer Service	Company Website Privacy Notice
Barclays	Barclaycard Commercial	Banking Service and Credit Checks	Company Website Privacy Notice
Berkshire Healthcare NHS Foundation Trust		Immunisation Injections	Company Website Privacy Notice
Blue Sky		Data Analysis Tool (Grades & Progress)	Company Website Privacy Notice
Boardworks Ltd	Doddle Homework/Suite	Homework Resource and Tracking	Company Website Privacy Notice
British Science Association	Crest	Science Presentations and Activities	Company Website Privacy Notice
Buckinghamshire County Council		For Invoicing (student initials)	Company Website Privacy Notice
Buckinghamshire New University	Bucks New University		Company Website Privacy Notice
Cambridge University Press	Cambridge essentials	Library and Research Resource	Company Website Privacy Notice
Capita Education Software Services	NovaT6 SIMS Assessment Core Suite Curriculum Management Suite Discover Lesson Monitor Options SIMS.net SOLUS	Main School Database	Company Website Privacy Notice
Cardwell & Simons Photography		Group Photography and Database ID Photos for Students	Company Website Privacy Notice
Communicate-Ed		SEN Academic Support – external assessors for access arrangements in exams.	Company Website Privacy Notice
Courthouse Junior School		Duke of Edinburgh – Activity/Volunteering Arrangements	Company Website Privacy Notice

Culham Innovation Centre	Culham Science Centre	CERN Science School Trip	Company Website Privacy Notice
Department for Education (DfE)	Schools to Schools software via the DfE NCA Tools - National Curriculum Assessment tool Secure Access	Information sharing between schools – school transfers Government School Census	Company Website Privacy Notice
Eduqas		Exam Board	Company Website Privacy Notice
English Schools' Athletic Association		Athletic Events and Participation – School Trips	Company Website Privacy Notice
EZY Business		Business (A-Level) – School Trips and Conferences	Company Website Privacy Notice
Fischer Family Trust	FFT Aspire	Data Analysis Tool (Grades & Progress) which provides subject level VA analysis for current and previous years. It also shows what similar schools achieved. The comparison is based on, by subject, the number of pupils in that cohort, the percentage who passed, the percentage with 9 to 7 grades (A to C equivalent), and the percentage of 9/8 and A grades.	Company Website Privacy Notice
Furze Platt Junior School		Duke of Edinburgh – Activity/Volunteering Arrangements	Company Website Privacy Notice
GL Assessment Limited	Cognitive Abilities Test (CAT4) New Group Reading Test (NGRT) Student Attitudes to Self and School (PASS) Lucid Exact	Data Analysis Tool (Grades & Progress) External assessment for exam access arrangements.	Company Website Privacy Notice
Google	Analytics G Suite Gmail Google Chrome Google Classroom Google Docs Google Drive Google Forms Google Sheets Google Slides YouTube	Internal School Document Sharing and Organisational Tools	Company Website Privacy Notice
Hyperspheric Solutions	Go4Schools	Data Analysis Tool (Grades & Progress) & School Reporting System The company is registered with the Information Commissioner's Office. Personal data including name and gender will be collected by Go 4 Schools for the purposes of examination results analysis and progress tracking. Such data collected will not be used for any purposes by Go 4 Schools other than for the administration of the examinations results and progress analysis process.	Company Website Privacy Notice

Innovate Food Limited	Innovate catering	School Café	Company Website Privacy Notice
Isaac Physics		Physics – Online Activities and Resources. Science Challenge Quiz	Company Website Privacy Notice
Linguascope	Linguascope	Modern Foreign Languages – Online Activities and Resources	Company Website Privacy Notice
Lloyds Bank	Lloyds Link Lloyds Bank (cardnet)	Banking Service and Credit Checks	Company Website Privacy Notice
MacIntyre Hudson LLP		Auditors	Company Website Privacy Notice
Maidenhead Advertiser		School News, Exam Result Days, Year 11 Graduation. Only if consent given by parent/career.	Company Website Privacy Notice
Maidenhead Cycle Hub		Duke of Edinburgh – Activity/Volunteering Arrangements	Company Website Privacy Notice
Method Maths		Maths – Online Activities and Resources	Company Website Privacy Notice
Nationwide Building Society	Nationwide Building Society	Banking Service and Credit Checks	Company Website Privacy Notice
Nettlecombe Court Field Studies Centre		Science Nettlecombe – School Trip for A-Level Coursework	Company Website Privacy Notice
One Team Logic	My Concern	School Pastoral Care and Safe Guarding Training	Company Website Privacy Notice
Operation Wallacea		Sixth Form School Expedition Organisers (Mexico, Indonesia, Borneo)	Company Website Privacy Notice
Oxford University Press (OUP)	Kerboodle MyMaths	Maths – Online Activities and Resources	Company Website Privacy Notice
Pearson Education Limited	ActiveLearn Edexcel Exam Wizard	Exam Board	Company Website Privacy Notice
Project Q		Sixth Form EPQ (Extended Project Qualification) – Project Management System	Company Website Privacy Notice
Sanofi		Local Communities Charity	Company Website Privacy Notice
Satro		School Mentoring Programme – Duke of Edinburgh – Construction Activity/Volunteering Arrangements -	Company Website Privacy Notice
Scratch	Scratch	Computing – Coding Activities Software and Online Resources	Company Website Privacy Notice
Semantise Ltd	First Class hosted by Semantise	Contact System with RBWM	Company Website Privacy Notice
Slough Borough Council		For Invoicing (student initials)	Company Website Privacy Notice
Softlink	OLIVER	School Library Loaning Software	Company Website Privacy Notice
Software for Data Analysis Ltd	FSM Online	Free School Meals Eligibility Accessing Software On behalf of FPSS Students and other local Schools.	Company Website Privacy Notice

Team Satchel	Show My Homework	Homework Resource, Publishing and Tracking The company is registered with the Information Commissioner's Office. Personal data including name and gender will be collected by Show My Homework for the purpose of setting and viewing homework tasks. Such data collected will not be used for any purposes other than for the administration of homework tasks.	Company Website Privacy Notice
The Duke of Edinburgh's Award	The Duke of Edinburgh Award (DofE)	Duke of Edinburgh – Course Resources, Activities, Assessment and Content	Company Website Privacy Notice
The Pixl Club Ltd	Pixl Classroom	Educational Best Practices Sharing Platform	Company Website Privacy Notice
TV Training Academy		Duke of Edinburgh – Activity/Volunteering Arrangements	Company Website Privacy Notice
UCAS	UCAS	Sixth Form Applications to University Courses	Company Website Privacy Notice
UCAS	UCAS Progress	Year 11 Applications to Sixth Form Courses	Company Website Privacy Notice
Unifrog	Unifrog	University, Apprenticeships, Higher Education and Job Resource Software for Sixth Form Students.	Company Website Privacy Notice
United Kingdom Mathematics Trust (UKMT)		Junior and Senior Maths Challenges	Company Website Privacy Notice
Wisepay	Wisepay	Main School Payments, Bookings and Communications Software.	Company Website Privacy Notice
Wokingham Borough Council		For Invoicing (student initials)	Company Website Privacy Notice
WST travel Ltd		Flight Bookings and Meals – School Trips Abroad	Company Website Privacy Notice

DIRECTIONS – RBWM Supporting Young People in Education, Employment and Training

For a young person aged 13 years or over, we are required, by law, to pass on pupil information to the RBWM Youth Support Service, Directions Service to enable them to provide appropriate support. We provide the pupil's name and the current address of where the pupil lives, date of birth and any further information relevant to the service.

The parent or young person (if over 13 years) can ask that no information be passed onto Directions beyond name, date of birth and address of where the young person lives. If you do not want any other information to be passed on please inform Furze Platt Senior School.

The school is the Data Controller for the purposes of the Data Protection Act. Pupils, as individual data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Where pupils are too young (under 12) to do this themselves, parents can act on their behalf. If you wish to access the personal data which the DfE holds about your child, then please contact them direct. As the law allows, pupil data can be sent to the following third party organisations. A brief description of the purposes the information is used for is set out below, along with links to the organisations as detailed below:

Department of Health (DfH - www.dh.gov.uk) uses anonymised information about pupils' height and weight collected in Primary and Middle schools as part of the National Child Measurement Program to inform,

influence and improve the health policy. The Department of Health also provides aggregate PCT-level data to the Care Quality Commission for performance assessment of the health service.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to parents/carers. This will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx> or www.berkshire.nhs.uk

Ofsted (www.ofsted.gov.uk) uses information on the progress and performance of pupils to help inspectors evaluate schools and as part of their assessment into the effectiveness of education initiatives and policy within the school. Ofsted also uses information on the views of children and young people to inform children's services inspections in local authority (LA) areas. Inspection reports do not identify individual pupils. The DfE also provides Ofsted with pupil data for use in school inspections. Where relevant, pupil information may also be shared with post-16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

The **Education and Skills Funding Agency** uses information about pupils aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes, and to evaluate and develop education policy and monitor the performance of the education service as a whole. Further information on how this data is used may be found on the

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

The Skills Funding Agency also administers the Learning Records Service, which uses a minimum set of personal data to:

- issue and maintain a Unique Learner Number (**ULN**) for pupils of 14 years and over and for those registering for post-14 qualifications
- create and offer a Personal Learning Record (**PLR**) to enable advice and guidance to be offered to the learner (for example, helping to choose the right course)
- to facilitate the processing of qualification awards by approved awarding organisations
- Approved organisations (including other schools) will be allowed to access a limited set of personal data.

More information on the PLR, ULN, learner plan and qualification credit framework is available on the **Learning Records Service** website. This sharing of data reduces the need for learners to have to supply the same information repeatedly to different organisations, and significantly reduces the risk of inaccurate information being held about them. Details of how an individual may opt out of sharing achievement data in their PLR with these organisations is also available from the Learning Records Service.

The **Standards and Testing Agency** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. These results are passed on to the DfE to compile statistics on trends and patterns in levels of achievement. They use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Education & Skills Funding Agency (<https://www.gov.uk/government/organisations/education-and-skillsfunding-agency>)** uses information about pupils for statistical purposes, to evaluate and develop education policy and monitor the performance of the education service as a whole. The statistics (including those based on information provided by the Standards and Testing Agency) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

The **Standards and Testing Agency** and the **Joint Council for Qualifications (JCQ, www.jcq.org.uk)** uses information about pupils to administer the national curriculum assessments portfolio throughout the Key Stages. This includes both assessments required by statute and those that are optional. The results of these

are passed on to DfE to compile statistics on trends and patterns in levels of achievement. The Standards and Testing Agency uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Berkshire Maestros uses the information about pupils to evaluate the effectiveness and uptake of additional musical tuition available to all pupils. These results are passed on to the DfE to compile statistics on trends and to formulate funding.

Further information and guidance from the Information Commissioner's Office (ICO)

ICO guide to data protection for organisations

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guide to data protection for education establishments

<https://ico.org.uk/for-organisations/education/>