



Student & Parent Privacy Notice
Data Protection Act 2018 (also known as
General Data Protection Regulation)

Student & Parent 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. While much of the personal information that we collect is mandatory (i.e. it must be provided so that we can manage the school and provide an education), some of it is requested on a voluntary basis. 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, free school meal eligibility and 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 including local colleges
- Financial information
- Promotion of student achievements within the school, for example in corridor displays and in school event programmes
- CCTV images to monitor the security of the site and safety of the students (refer to our CCTV policy on our website)

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://www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notice>
- <https://www.gov.uk/government/organisations/department-for-education>

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

Data Protection Officer
Satswana Ltd
Company no. 09329065
www.satswana.com
tel: 01252 516898
email: info@satswana.com

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'.

We also share elements of student data with a number of third parties in order that they may provide a service to the student and school. A list of these third parties is held at school and is available on request.

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

For a young person aged 13 years or over, we are required, by law (section 507B of the Education Act 1996), 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.

For a young person aged 16 years or over we will also share information 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. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is transferred via secure email.

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 **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.

1. *The school has data sharing agreements with **Further Education Colleges** in order to facilitate the smooth transition of students from school to college, including the sharing of any safeguarding concerns to meet the statutory requirements regarding SEN and EHCPs*

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/>

Complaints

If you have a concern or complaint about the way we are collecting or using your personal data, please raise your concern with us in the first instance.

The Information Commissioner's Office (ICO), which is the supervisory authority, may be contacted on 0303 123 1113 or via their website, www.ico.org.uk regarding any complaints about how the way the school handles your data. However, under normal circumstances the ICO may expect you to contact us first to see if we can resolve the matter.