

## **POOLE GRAMMAR SCHOOL**

### **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
- Relevant medical information including dietary needs
- Special educational needs information
- Exclusions/behavioural information
- Post 16 learning information
- Biometric data
- Safeguarding information
- Looked After Child status
- Previous school history
- Parent/Carer contact telephone numbers, e-mail address (where supplied) and home address

#### **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 Article 6 of GDPR Regulations ‘Lawfulness of Processing’ as processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and also under Article 9 of GDPR Regulations ‘Processing of special categories of personal data’, including paragraph 2 (g) where processing is necessary for reasons of substantial public interest ... 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 [student].

For examples of data collection purposes, you may wish to view the Departmental Census section of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

#### **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 in accordance with our records management and retention policy.

## **Who we share information with**

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Health and social welfare organisations - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions to carry out our tasks in the public interest for example to facilitate inoculations;
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The Department for Education - to carry out our tasks in the public interest, for example to provide information on the pupil census;
- The student’s family or representatives – to protect the student’s vital interests for example in the case of a medical emergency;
- Educators and examining bodies – to carry out our tasks in the public interest to assess student examination work;
- Our regulator e.g. Ofsted – to meet our legal obligation to be inspected;
- Schools/Higher Education Organisations/Prospective Employers (if references are sought) that the students attend after leaving us
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as online payments;
- Our auditors and Responsible Officer – to meet our legal obligation to have our financial accounts audited on an annual basis;
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as safeguarding concerns.

## **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.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

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 student once he/she reaches the age of 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.

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers

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

### **How 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)

### **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>

### **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/collections/national-pupil-database>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

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 [pgsoffice@poolegrammar.com](mailto:pgsoffice@poolegrammar.com) in the first instance.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the school in the first instance.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact [pgsoffice@poolegrammar.com](mailto:pgsoffice@poolegrammar.com)

## Contact – Data Protection Officer

If you would like to discuss anything relating to Poole Grammar School's compliance with the General Data Protection Regulation (2018) that you have not been able to resolve with the school first, please contact Simon Bowden the Data Protection Officer on [dpo@poolegrammar.com](mailto:dpo@poolegrammar.com)

**March 2022**