

# PRIVACY NOTICE FOR STUDENTS

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## Contents

1. KEY INFORMATION .....	1
2. THE PERSONAL DATA WE HOLD.....	2
3. WHY WE USE THIS DATA.....	2
4. WHEN WE GIVE YOUR INFORMATION TO OTHERS.....	3
5. THE NATIONAL PUPIL DATABASE (NPD).....	3
6. HOW LONG WE KEEP YOUR INFORMATION .....	6
7. YOUR RIGHTS .....	6

## 1. KEY INFORMATION

- 1.1 This Privacy Notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'
- 1.2 You already know that your school is part of the Rutland and District Schools' Federation. The Federation is the organisation which is in charge of your personal information. This means the Federation is called the Data Controller.
- 1.3 The postal address of the Federation is:  
Rutland and District Schools' Federation  
Huntsmans Drive  
Oakham  
Rutland  
LE15 6RP
- 1.4 If you want to contact us about your personal information you can speak to our Data Protection Officer, Oliver Teasel. You can also email him via [oteasel@haringtonschool.com](mailto:oteasel@haringtonschool.com)
- 1.5 In this policy 'we' and 'us' means the Federation.

## 2. THE PERSONAL DATA WE HOLD

We hold some personal information about you to make sure we can help you learn and look after you at the school. We are given information about you from a range of sources but typically from your parents, your previous school, the Local Authority and the government.

The main information we will tend to hold on you includes:

- Your contact details
- Your attendance scores
- Your behaviour records
- Your assessment data.

We might also hold more sensitive 'special category' information. This would include:

- Any special educational needs or access arrangements
- Information about any medical conditions you have
- Photographs, CCTV images.

## 3. WHY WE USE THIS DATA

We use this personal data to:

- Get in touch with your parents when we need to
- support your learning
- monitor and report on your progress
- provide appropriate care for you
- assess the quality of our services
- comply with the law about sharing personal data
- when working with examination boards.

3.1 For students enrolling for post-14 qualifications, the Learning Records Service will give us the Unique Learner Number (ULN) and may also give us details about your learning or qualifications.

3.2 The use of your information for these purposes is lawful for the following reasons:

- We are under a legal obligation to collect the information, or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard students.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reasons to use your information.

- We will not usually need your consent to use your information. However, if at any time it appears to us that we require your consent, then we will actively seek it. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or guardian instead. Usually, we will involve your parents even if you can make your own decision.
- When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it, or whether there is a legal requirement for us to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

#### 4. WHEN WE GIVE YOUR INFORMATION TO OTHERS

- 4.1 Once you reach the age of 13, the law requires us to pass on certain information to Rutland County Council who have responsibilities in relation to the education or training of 13-19-year olds.
- 4.2 Once you reach Year 11 we may also share certain personal data with post-16 education and training providers in order to secure appropriate services for you.
- 4.3 Your parent / guardian can request that only your name, address and date of birth be passed to Rutland County Council by informing the College's Data Manager. This right is transferred to the child once he / she reaches age 16. For more information about services for young people, please go to our local authority website ([www.rutland.gov.uk](http://www.rutland.gov.uk)).
- 4.4 To assist with careers guidance and our work experience programmes, we may pass your information on to careers guidance services and work experience providers.
- 4.5 We will not give your information to anyone without your consent unless the law and/or our policies allow us to do so.
- 4.6 We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about you to the DfE. This is the part of the government which is responsible for schools. This information may, in turn, then be made available for use by the local authority.
- 4.7 The DfE may also share information about students that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

#### 5. THE NATIONAL PUPIL DATABASE (NPD)

- 5.1 The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides evidence on educational performance which is used to inform independent research and studies commissioned by

the DfE. 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.

- 5.2 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.
- 5.3 To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- 5.4 To find out more about the NPD, go to National pupil database: user guide and supporting information - GOV.UK.
- 5.5 The DfE 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.
- 5.6 The DfE 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
  - the arrangements in place to store and handle the data.
- 5.7 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.
- 5.8 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>

- 5.9 To contact DfE: <https://www.gov.uk/contact-dfe>

5.10 We will also normally give information about you to your parents or your main guardian. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

5.11 We may also disclose your personal data to:

- Your new school (should you be moving schools)
- Future educators or employers
- Disclosures connected with SEN support – e.g. professionals such as Educational Psychologists
- School nurse
- School counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Police and other crime prevention agencies.

5.12 We also use a range of companies and software to store and process parts of your data. Some you may have heard of include:

- Cloud School
- CPOMS
- Sistra Analytics
- Show my Homework
- Parent Pay

We do this as required and these companies have strict rules on how they are allowed to use this information.

5.13 Our disclosure of your personal data is lawful for the following reasons:

- We are under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us. For example, we have a duty to look after our students and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our students with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

- It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents/guardians too. By law we won't need their consent if you can give it, but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

5.14 We do not normally transfer your information to a different country. This would only happen if one of your parents/guardians lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. For example, we will look at whether that other country has good data protection laws.

## 6. HOW LONG WE KEEP YOUR INFORMATION

6.1 We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until the year of your 25<sup>th</sup> birthday, unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it under Policies on the Rutland and District Schools' Federation website.

## 7. YOUR RIGHTS

7.1 You have these rights:

- you can ask us for a copy of the information we have about you
- you can ask us to correct any information we have about you if you think it is wrong
- you can ask us to erase information about you (although we may have good reasons why we cannot do this)
- you can ask us to limit what we are doing with your information
- you can object to what we are doing with your information
- you can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

7.2 There is more information in our Federation Data Protection Policy or you can ask Oliver Teasel, the Data Protection Officer.

7.3 You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.