

DATA PROTECTION

STUDENT INFORMATION



INTRODUCTION

This leaflet explains what information we store about you and what we do with it. We call this information about you 'personal data' or 'personal information'.

WHAT DATA

This information will include your contact details, national curriculum assessment results, attendance information, behaviour information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have and any relevant medical information.

We will also use photographs of you, these are used on your College identification card and in promotional material for the College.

For pupils 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.

Photographs: We also use photographs of you. For example on your College ID card and in promotional material for the Federation.

CCTV: You will be aware that the Federation uses CCTV. We do this to keep everyone safe. We only share this data when legally required to do so.

The Rutland and District Schools' Federation is the Data Controller and an assigned Vice Principal is the Data Protection Officer.

WHY WE NEED YOUR DATA

- 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

SHARING YOUR DATA

The law requires us to pass on certain information to Rutland County Council who have responsibilities in relation to the education or training.

Once you reach Year 11 we will also share certain personal data with post – 16 education and training providers in order to secure appropriate services for you.

To assist with careers guidance and the Federation's work experience programmes, we will pass your information on to careers guidance services and work experience providers.

We are required by law to pass some information about you to the Department for Education, who use it in the National Pupil Data Base.

We may also share your data with:

- Your new school (should you be moving schools)
- Future educators or employers

- Disclosures connected with SEN support – e.g. Educational Psychologists
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Police and other crime prevention agencies.

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

- SIMS
- CPOMS
- Sistra Analytics
- Kerboodle
- Show My Homework
- Parent Pay

We do this as required and each company has strict rules on how they look after this information.

KEEPING YOUR DATA SAFE

We store your data on secure access controlled networks and paper copies are in locked filing systems.

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 your student file. We usually keep these until the year of your 25th birthday unless you move to another school in which case we send your file to your new school.

YOUR RIGHTS

Your parent / guardian can request that only your name, address and date of birth be passed to Rutland County Council by informing the Federation Data Manager. This right is transferred to the child once he / she reaches the age 16. For more information about services for young people, please go to our local authority website [www.rutland.gov.uk].

You have these rights from aged 13:

- 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.

We will not give your information to anyone without your consent unless the law and/or our policies allow us to do so.

If you want to receive a copy of the information we hold on you please contact: Oliver Teasel, Data Protection Officer.