

## **Park Community School Privacy Notice for Parents and Students**

**This document explains how we use our students' personal information.**

### **Why do we collect and use personal information?**

We collect and use personal information:

- To support pupil learning (including with GDPR compliant providers of external online web applications e.g. MyEd, MILK, MyMaths and Educake)
- To monitor and report on pupil progress
- To provide appropriate pastoral care and career guidance
- To assess the quality of our services and how well our school is doing
- For statistical forecasting and planning
- To comply with the law regarding data sharing

### **The categories of personal information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address, parent email address and telephone number, emergency contact)
- 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) and exclusions
- Assessment information
- Modes of travel
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information
- Post 16 learning information (e.g. destination)
- Looked after child (LAC) status
- Pupil premium status

The General Data Protection Regulation allows us to collect and use pupil information on the following basis: with consent of the individual/parent, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of an individual or another person and where 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.

When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the individual/parent and the vital interests of the individual or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010. (See also Article 6 for Personal Data and Article 9 for Special Category Data from the GCPD May 25<sup>th</sup> 2018)



Most of the personal information you provide to us is mandatory. For example: names, contact details, relevant medical information, special educational needs, attendance information, free school meal eligibility and photographs for use on our management information system (MIS.) Information is also passed on to us from previous schools, including, for example: assessment, attendance and behaviour data. However, some information provided to us is done so on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. This is done through the [PCS Parental Consent Policy Document](#), available in hardcopy from reception and online on the MyEd Ap\_. Information for which we need your consent includes, for example: biometric data, the taking of students' images for publication e.g. on the school's website and trips where information will need to be passed onto an external company. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We keep information about students and their parents on computer systems and sometimes on paper.

We hold education records securely and retain them in accordance with the Retention Schedule after which they are destroyed.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools/colleges
- Our local authority (including social services, court and police)
- The Department for Education (DfE)
- NHS (e.g. CAHMS)

### **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

### **Why we share pupil information**

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' 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 pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (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

### What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil 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 / 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 child / pupil once he/she reaches the age 16.

### 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.

We are required by law, to provide information about our pupils 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.

To find out more about the pupil 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>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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

The Department 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: and
- the arrangements in place to store and handle the data

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.

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>

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

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils 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 [setting to include contact details of their administrator / Data Protection Officer]

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

[dpo@pcs.hants.sch.uk](mailto:dpo@pcs.hants.sch.uk) [The Data Protection Officer and team]

