

# PRIVACY NOTICE – STUDENT / PUPIL DATA

*(How we use student / pupil information)*

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## **The categories of student/pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, modes of travel, previous school history and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as target grades and profile comments banks)
- Relevant medical information
- SEN information
- Behavioural information
- Post 16 learning information
- Examination results

## **Why we collect and use this information**

We use student/pupil data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- comply with the law regarding data sharing

## **The lawful basis on which we use this information**

We collect and use pupil information under Article 6 “Lawfulness of processing” paragraphs (c) and (e) and Article 9 “Processing of special categories of personal data” paragraphs (d) and (g) of the EU GDPR.

Further information can be obtained from the following websites:

- <https://ico.org.uk/>
- <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

## **Collecting student / pupil information**

Whilst the majority of student/pupil 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/pupil information to us or if you have a choice in this.

## **Storing student / pupil data**

We hold student/pupil data in accordance with DfE guidelines.

## **Who we share student/pupil information with**

We routinely share student/pupil information with:

- schools that the students/pupils attend after leaving us
- local authority
- Department for Education (DfE)
- Academies within Aston Community Education Trust (ACET)
- Youth support services (aged 13+ only)
- School Nurse / NHS
- Examination Boards
- Secure School to School Portals, including Universities
- Official Bodies, such as police, social care etc.
- Third party providers of educational software / services (for example: SchoolComms, ParentPay, GCSEPod, MyMaths etc.) where appropriate

## **Why we share student/pupil information**

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

We share student/pupil 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/pupils with the (DfE) under regulation 5 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**

### **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 such as youth support services and careers advice.

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 child once he/she reaches the age 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 advice

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

### **The National Pupil Database (NPD) and Department for Education (DfE)**

The NPD is owned and managed by the Department for Education and contains information about students/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 students/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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students/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

- the arrangements in place to store and handle the data

To be granted access to student/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 student/pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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

Under data protection legislation, parents and students/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 [datacontroller@astonctrust.org](mailto:datacontroller@astonctrust.org)

You also have the right 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 data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 [datacontroller@astonctrust.org](mailto:datacontroller@astonctrust.org)