



## Privacy Notice (How we use pupil information)

### The categories of pupil information that we collect, hold and share include<sup>1</sup>:

- Personal information (such as name, unique pupil number and address)
- Information for parents, guardians, carers, those with responsibility, and/or key adults (such as names, addresses, contact numbers, emails)
- 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
- Special educational needs information
- Exclusions / behavioural information
- Post 16 learning information

### Why we collect and use this information<sup>1</sup>

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- for communication relating to a pupil's education and care
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support pupils in their next steps (e.g. references)

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

We collect and process information about children in our care and children to whom we provide services as it is necessary for us to perform a task in the public interest and for our official functions (Article 6 of the GDPR regulations). Processing of certain special category data is also necessary for the purposes of carrying out the obligations of the controller in the field of social protection law (Article 9).

### Collecting pupil information

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

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<sup>1</sup> See Appendix 1 for information relating to Children in Need and Children Looked After

## Storing pupil data

We hold children in need and children looked after data in accordance with the Department for Education's guidance and the SESSET Retention Policy.

## Who we share pupil information with

We routinely share pupil information with:

- schools and colleges that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Support services such as CAMHS
- Medical and Emergency services

## Why we share pupil information

We do not share information about our pupils 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 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

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 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 / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils 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.

## 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 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:

- Mr Jeff Place – SESSET Data Protection Officer, [jplace@therfield.surrey.sch.uk](mailto:jplace@therfield.surrey.sch.uk), or at Therfield School, Dilston Road, Leatherhead, SURREY, KT22 7NZ
- Mr James Robinson – Data Protection Lead, [robinson.james@ashcombe.surrey.sch.uk](mailto:robinson.james@ashcombe.surrey.sch.uk), or at The Ashcombe School, Ashcombe Road, Dorking RH4 1LY
- Mr Steve Rolt - Data Protection Lead, [rl@warwick.surrey.sch.uk](mailto:rl@warwick.surrey.sch.uk), or at Noke Drive, Redhill, RH1 4AD

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 the 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:

- Mr James Robinson – SESSET Data Protection Officer, [robinson.james@ashcombe.surrey.sch.uk](mailto:robinson.james@ashcombe.surrey.sch.uk), or at The Ashcombe School, Ashcombe Road, Dorking, Surrey, RH41LY.

# Appendix 1

## Privacy Notice (How we use children in need and children looked after information)

**The categories of this information that we collect, process, hold and share include:**

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- relevant medical information
- special educational needs information
- behavioural information

## Why we collect and use this information

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care