

## Privacy Notice (How we use pupil information)

Personal Data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession, or likely to come into such possession. The processing of Personal Data is governed by the Data Protection Act 2018.

The categories of pupil information that we collect, hold and share include:

- < Personal information (such as name, unique pupil number and address)
- < 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)
- <

## 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 Data Protection Act, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data for the duration of the time that the pupil is educated with us, and then under the schedule details in our Data Retention Policy.

Data also shared and stored with some third party organisations, with which we have contractual and legal agreements in order to safeguard the data held.

## Who we share pupil information with

We routinely share pupil information with:

- < schools that the students attend after leaving us
- < our local authority
- < the Department for Education (DfE)
- < the School Nurse Team (NHS)

## 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

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 t

◁ 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 conc