



Stony Dean School

Working to Inspire

Privacy Notice

Date created: September 2020

Date for review: September 2022



Stony Dean School

Working to Inspire

Privacy Notice: How we use pupil information

This notice is intended for pupils and parents and sets out how and why Stony Dean School collects and processes personal information.

Stony Dean School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding pupils from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

On 25 May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). We ensure that your personal data is processed fairly and lawfully, is kept secure and is retained for no longer than necessary.

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

- ✓ Personal information (such as name, date of birth, unique pupil number and address and contact details, carer details, school photo)
- ✓ Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- ✓ Safeguarding information (such as court orders and professional involvement)
- ✓ Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- ✓ Information on Special Educational Needs or disabilities and professional reports
- ✓ Medical and Administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- ✓ Exclusion/behaviour Information
- ✓ Individual assessment data (including internal assessments, key stage 2 and phonics results, public examinations data and post 16 courses enrolled for)
- ✓ Where pupils go after they leave us

Stony Dean School **does not** store or process biometric data of students.

Why we collect and use this information:

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We use the pupil data:

- ✓ to support pupil learning
- ✓ to monitor and report on pupil attainment progress
- ✓ to provide appropriate pastoral care
- ✓ to assess how well the school is doing as a whole
- ✓ to keep children safe (food allergies, or emergency contact details)
- ✓ to comply with the law regarding data sharing
- ✓ to protect vulnerable individuals
- ✓ to meet the statutory duties placed upon us by the Department for Education

The lawful basis on which we use this information

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations (for example providing data for DfE census returns under the Education Act 1996), and to enable it to perform tasks carried out in the public interest.

In addition, the school may also process personal data if at least one of the following applies:

- ✓ there is explicit consent
- ✓ in order to protect the vital interests of the individual
- ✓ to comply with the school's legal obligations in the field of employment law and Safeguarding Children
- ✓ for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- ✓ for reasons of public interest in the area of public health
- ✓ for reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards
- ✓ processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Collecting pupil information

We collect pupil information via registration forms at the start of the year, Common Transfer File (CTF) or secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. 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, at point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this, and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

In accordance with the GDPR, the school does not store personal data indefinitely: data is only stored for as long as is necessary to complete the task the data was collected for originally, and in accordance with the Records Management Society Tool Kit for Schools. Individual student records are stored until the (ex) pupil reaches the age of 25 years. For more information regarding data retention and security of our data, please see our Data Protection Policy.



Stony Dean School

Working to Inspire

Who we share pupil information with:

- ✓ schools or colleges that the pupils attend after leaving us
- ✓ local authorities
- ✓ the Department for Education (DfE)
- ✓ relevant NHS staff, for example the school nurse, Speech and Language Therapist & Occupational Therapists
- ✓ youth support services (pupils aged 13+)
- ✓ agencies that provide services on our behalf
- ✓ agencies with whom we have a duty to co-operate
- ✓ third party organisations, as allowed by law

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 our provider of youth support services (Adviza/Connexions) 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 object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once they reach the age 16.

Data is securely transferred to the youth support service via Switch Egress encrypted email and is stored on a Bucks County Council secure server. This information is held until the student becomes 25 years old.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services (Adviza/Connexions) 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
- ✓ adult social care

A child/pupil once they reach the age of 16 can object to only their name, address and date of birth being passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via Switch Egress encrypted email and is stored on a Bucks County Council secure server. This information is held until the student becomes 25 years old.

For more information about services for young people, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> or for services in Buckinghamshire please go to <http://www.connexionsbucks.org.uk>

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hard controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

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

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.



Stony Dean School

Working to Inspire

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

Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties including:

- ✓ schools
- ✓ local authorities
- ✓ researchers
- ✓ organisations connected with promoting the education or wellbeing of children in England
- ✓ other government departments and agencies
- ✓ organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project), or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the schools admission code, including conducting Fair Access Panels

How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- ✓ underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- ✓ informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- ✓ supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Requesting access to your personal data

Under GDPR, 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, please contact Jackie Dwyer, PA to the Head teacher/Office Manager

Depending on the lawful basis above, you may 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
- ✓ a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting Jackie Dwyer, PA to Head teacher via the school office number.

Contact: If you would like to discuss anything in this privacy notice, please contact the school at office@stonydean.bucks.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated as below:

Owner of document	This document is available to	Date of issue	Next review
DPO	Any Stakeholder	01.09.20	2 year