



Privacy Notice (How we use student information)

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

- Personal information (such as name, unique student number, photograph and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Relevant medical information (such as known conditions, allergies)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as subject performance data, monitoring reports and exams result)
- Behavioural information (such as information about incidents, exclusions)
- SEN information (such as details of specific needs)
- Financial information (such as eligibility for benefits to assess eligibility for Bursary funding or trip payments)
- Learner information (for students enrolling for post 14 qualifications, the information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue a Unique Learner Number (ULN), and to create a Personal Learning Record. They may also provide details of any learning or qualifications our students have undertaken.)

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to identify historical trends
- to administer medicine and personal care
- to communicate with you and parents/carers
- to provide catering and payment services
- to provide library, ICT and information services
- to process admissions
- to maintain student records
- to support behaviour management
- to assess eligibility for bursaries and grants
- to provide student support services
- to monitor equal opportunities
- to ensure students' safety and security, to prevent and detect crime
- to promote the school and its activities
- to carry out audits (e.g. to ensure compliance with our legal obligations)

- to deal with complaints, grievances and disciplinary actions

The lawful basis on which we use this information

- 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
- consent has been obtained from the data subject
- necessary for the performance of a contract with the data subject
- processing is necessary for compliance with a legal obligation
- processing is necessary in order to protect the vital interests of the data subject or of another person

Collecting student information

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

- Storing student data
- We hold student data for:-
- Admission Registers - 6 years
- Attendance Registers – Date of register + 3 years
- Student Files – until the student reaches the age of 25
- SEN files – until the student reaches the age of 25
- Examination results: Public Exams – Year of examination + 6 years
- Parental permission slips for school trips where they has been a major incident – until the student reaches the age of 25
- Accident reporting – until the student reaches the age of 25
- Catering system information – Date of leaving

The following items are governed by the SEN & Disability Act 2001

- EHCP (statement maintained under the education act 1996 section 324) – until the student reaches the age of 30
- Proposed or extended statement – until the student reaches the age of 30
- Advice & information to parents re educational needs – Closure +12 years
- Accessibility strategy – Closure + 12 years

General Data

- CCTV footage – 1 month
- User defined groups in SIMS – current year

Who we share student information with

We routinely share student information with:

- schools that the student's attend after leaving us
- our local authority
- the Department for Education (DfE)
- residential offsite visit providers

- offsite visit venues where venue staff are responsible for students, groups of students
- NHS
- School nursing team
- Examination boards and moderators
- Student and parent communication service providers
- Student learning service providers
- Careers advisers
- IT service providers to enable student access to learning services

Why we share student information

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

We share students' 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 with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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 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 / student 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 advisers

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

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 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 Students) (England) Regulations 2013.

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

The department may share information about our students 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 student 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 information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and students 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 the Data Team at Clyst Vale Community College.

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:

FAO Data Manager admin@clystvale.org

Or write to:

Data Manager
Clyst Vale Community College
Station Road
Broadclyst
EX5 3AJ

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