

# The Wren School

## Privacy Notice

### (How we use student information)



#### Why do we collect and use student information?

We collect and use student information under the Education Act 1996 and the EU General Protection Regulation (GDPR) which will take effect from May 25 2018, including Article 6 'lawfulness of processing' and Article 9 'processing of special categories of personal data'

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

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

- Personal information (such as name, unique student number, date of birth, siblings 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)
- Relevant medical information
- Additional or special education needs information
- Exclusions and behavioural information
- Assessment information
- Contact details for parents and carers (including information required for FSM e.g. NI number)
- Post 16 destinations and learning information
- Safeguarding and Child Protection reports and disclosures
- Photographs and video clips
- CCTV images
- Biometric data
- Exam boards
- Virtual/on-line Learning Environment (VLE) such as Google Classroom, Show My Homework (SMHW), ActiveLearn/ActiveTeach, MyMaths
- ParentPay (finance)
- CPoms (safeguarding)
- Evolve (trips)

#### 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.

Where we share student data such as school photographs on the school website, on social media or in the local press, you have a choice in this and we request your consent for this to be shared. Consent can be withdrawn at any time by contacting the headteacher and asking for student photographs not to be shared where public have access.

## Storing student data

We hold student data in line with the recommendations of the Information and Records Management Society <http://irms.org.uk/page/SchoolsToolkit>

In practice this means we hold student data until the student reaches 25 years of age.

## Who do we share student information with?

We routinely share student information with:

- Schools, colleges and universities that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Excalibur Academies Trust
- School nurse and NHS
- Companies that students attend for work experience or community service
- Exam boards
- Virtual/on-line Learning Environment (VLE) such as Google Classroom, Show My Homework (SMHW), ActiveLearn/ActiveTeach, MyMaths
- ParentPay (finance)
- CPoms (safeguarding)
- Evolve (trips)

## Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications

## 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

### What is different about 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 / 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.

## **Our 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 Pupil 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 student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 Lynn Smith, General Data Protection Regulator, [lsmith@wrenschoool.org](mailto:lsmith@wrenschoool.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 the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

- Lynn Smith, General Data Protection Regulator, [lsmith@wrenschoool.org](mailto:lsmith@wrenschoool.org)

The Wren School would like to thank Karen Davis, Excalibur Academies Trust Data Protection Officer, and VWV for offering the school advice on the GDPR.