



LEAP Trust: Privacy Notice (How we use student information)

This statement is intended to provide information as to how we will collect and use/process personal data relating to students.

Why do we collect and use student information?

We hold the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) 2018 and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

We use the student data:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral support
- To assess and quality assure the service that we provide
- 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 and address)
- Parent/carer information (such as name, address, telephone contacts, email address)
- Emergency contact information (such as name, relationship to student, telephone number)
- Sibling information
- 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)
- Medical information
- Safeguarding information
- Behavioural information (such as the number of times students have been excluded from lessons, from school and the reasons why)

- Special educational needs
- Post 16 learning information (destination on leaving Y11)
- Assessment information
- Biometric data
- Student images
- Academy computer history
- CCTV footage

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 as outlined in the record keeping policy; usually student data is kept until they reach the age of 25.

Who do we share student information with?

We routinely share pupil information on a statutory basis with:

- Schools that the pupil attends after leaving us;
- The Department for Education (DfE);
- Local Authority;
- National Pupil Database;
- Medical and other agencies in line with the requirements 'Working Together to Safeguard Children/ Keeping Children safe in Education, 2018'
- Examination boards.

Where the data sharing is not undertaken on a statutory basis, we will ensure that we have either

- a contractual agreement for the sharing of data with the company concerned demonstrating compliance to GDPR*, or;
- in those situations, where pupils are using educational websites as part of their curriculum and we are not able to obtain a signed contract from the website concerned, we will require as a minimum a copy of an up-to-date privacy statement from the company that satisfactorily demonstrates their compliance to GDPR for the purposes of the data sharing concerned.

A register of companies with whom we share data on a non-statutory basis is maintained by the Data Protection Officer and currently includes:

- CPOMS - to log safeguarding information as part of our statutory obligations as per the requirements 'Keeping Children safe in Education, September 2018';
- Companies providing catering services to the school – currently Mellors Catering – in order to provide meals to students at lunchtime;
- Companies taking school photographs – currently Tempest Photography – in order that we can provide parents with an opportunity to purchase school photographs;

- Companies providing payment services for parents – currently Parent Pay: School Cash Office– in order that parents can make electronic payments to school;
- Class Charts – Software allowing teachers to produce and manage seating plans to facilitate learning;
- Parents Evening System – to allow parents to book appointments for relevant Parents Evenings and other events.
- Show My Homework – to allow students to access an online homework journal, along with resources that may be needed to support the homework concerned;
- Microsoft – to allow students access to a 365 account for email and intranet;
- Eclipse Library System – to enable the school to manage the lending of library books;
- Accelerated Reader – to support students with reading and to measure reading ages;
- MyMaths – to support learning in Mathematics;
- Kerboodle – to enable students to access online resources and assessments to support learning;
- Hegarty Maths – to support learning in Mathematics
- GCSE Pod – GCSE revision tool for students and their parents
- Evolve- to support and approve educational visits
- SMID/Oxford Analytics/FFT/SISRA- to support exam analysis
- Schools that the student attends after leaving us – we have a statutory requirement to share information that is recorded on the Common Transfer Form (CTF) with a new school, see <https://www.gov.uk/government/collections/common-transfer-file> for further information. We may also be required to share additional information as part of our statutory obligations as per the requirements ‘Working Together to Safeguard Children’;
- Universities and potential employers where a reference is asked for - this is to help students to progress to the next stage of their education or with employment. In the case of applications to universities, if you apply to UCAS through the school (as opposed to an individual), the school is required to provide a reference. See www.ucas.com for more information regarding this.

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 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 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 **our Data Protection Officer, at dpo@leap-mat.org.uk**

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: dpo@dinningtonhigh.co.uk