

**MARCH 2019**

## **Privacy Notice (How we use pupil information)**

Your child's data that we receive from their secondary school is used to:

- Identify them as individuals and plan their Individual Learning Plan, set academic targets and track social and academic progress.
- Contact you as their parents/carers to share their progress and if needed for H&S reasons.
- We use different Alternative Providers that have been vetted, monitored and regularly visited by the school. In this way your child can have access to new learning experiences and have better Yr 11 outcomes and achieve good POST 16 placements.

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

- **Personal Information – GENERAL:** (such as name, unique pupil number and address, telephone number, email address,) Arbor/SIMS
- **Personal Information – MEDICAL:** (such as care plan, records of taking medication, first aid given/refused, CAMHS, ) Arbor/SIMS, Individual Care Plan files, First Aid File
- **Personal Information – CHARACTERISTICS:** (such as ethnicity, language, nationality, country of birth, free school meal eligibility, Looked After Children status,) Arbor/SIMS, ARR tracking, Yr11 exam entry overview & exams results, PP/PP+ reports to FMC
- **Personal Information – SAFEGUARDING:** (such as Safeguarding information / observations, PROACT SCIP-uk record, Violence & Aggressive log, Rascisim log, telephone log; EHA) My Concern, paper files, Arbor/SIMS,
- **Personal Information – ATTENDANCE:** (such as sessions attended, number of absences and absence reasons, unauthorised absences, exclusions, ) Arbor/SIMS, Attendance tracking,
- **Personal Information – INFORMATION ADVICE & GUIDANCE:** (such as career aspirations, applications, references, ) Arbor/SIMS, ENTRUST, paper files
- **SEND Information – SEND:** (such as category of SEND, On Entry testing results, Educational Psychologist information / observations, assessment reports for & from CAMHS, MPS, ECH planning information & ECH assessment reports, ECHP) Arbor/SIMS, SENCO, paper personal files
- **ASSESSMENT Information – ACADEMIC:** (such as External formal national Key Stage test/exam result grades and scores; Internal professional progress grades/scores tracked over time, professional target/predicted grades, Curriculum

test results, Exam Access Arrangements, ) Arbor/SIMS, ARR Tracking, curriculum records, Performance Review reports,

- **ASSESSMENT Information – PASTORAL:** (such as Student Behaviour Plans, The Good Stuff, Postcards, Earn2Learn points / STEP points, PASS, ABC tracking, Serious Incidents, Exclusions, ) SIMS, paper files, tracking,

## Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to keep students safe
- to share with other professional agencies & the referring school

## The lawful basis on which we use this information

We collect and use pupil information under:

As a public authority, Kettlebrook Short Stay School and Burton Pupil Referral Unit process personal data under the basis of **public task** to carry out official functions.

As a public authority Kettlebrook Short Stay School and Burton Pupil Referral Unit process special categories of personal data (such as medical, safeguarding data) and share with other organisations under the basis of **vital interests**.

However, where consent is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- Photographs
- social media / use of emails
- medical emergency treatment

Kettlebrook Short Stay School and Burton Pupil Referral Unit share information with the Department of Education such as termly census\* - this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

\*Department of Education censuses are the Education Act 1996.

## 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 legislation, 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:

All electronic data that is transferred via CTF (Common Transfer File) is stored electronically as required by SCC & DfE.

All electronic data is held on School Server; paper copies in student files are held by school or forwarded onto their next school. [25 years from Date of Birth]

All paper based data that is transferred is stored in student individual school file in locked cabinets until the files need to be transferred to another educational setting OR archived in locked cabinets in locked offices. [25 years from Date of Birth]

Student data is stored electronically by third parties: SAFEGUARDING via My Concern, EVOLVE (trips); INFORMATION ADVICE & GUIDANCE via ENTRUST; My Maths; 0365;

## Who we share pupil information with

We routinely share pupil information with:

- The school the pupil has been referred from
- Schools / POST 16 providers that the pupil's attend after leaving us
- local authority – Staffordshire County Council; other Local Authority if requested
- the Department for Education (DfE)
- Exams Boards
- In consultation with Parent/Carer: Alternative Providers; Work Experience placements, CAMHS, MPS, other external professional agencies
- NHS, T3, School Nurse, Police, Fire & Rescue, Ambulance, Prevent, etc
- The East Staffordshire & Tamworth PRUs Federation.

## 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 pass information about our pupils to the Local Authority and the Department for Education (DfE) under regulation 4 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 13-19 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 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.

We are required by law, to provide information about our pupils 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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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

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

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

## Requesting access to your personal data

Under data protection legislation, 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, contact:

KSSS: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher  
[datarequest@kettlebrook.staffs.sch.uk](mailto:datarequest@kettlebrook.staffs.sch.uk)

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher  
[datarequest@kettlebrook.staffs.sch.uk](mailto:datarequest@kettlebrook.staffs.sch.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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Lodge a complaint and / or claim compensation for damages caused by a breach of the Data Protection legislation.

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, if you are not satisfied with our response, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## The Role of the Data Protection Officer (DPO)

The DPO is a legal requirement. The DPO will:

- Raise awareness of the Data Protection laws with the named Data Controller.
- Monitor compliance with the Data Protection laws.
- Advise the Data Controller on Privacy Impact Assessments.
- Give staff training.
- Complete internal audits with the Data Controller.
- Be a point of contact.
- Will report to the Executive Headteacher/Federation Management Committee.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

KSSS: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher  
[datarequest@kettlebrook.staffs.sch.uk](mailto:datarequest@kettlebrook.staffs.sch.uk)

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher  
[datarequest@kettlebrook.staffs.sch.uk](mailto:datarequest@kettlebrook.staffs.sch.uk)

**You can also contact our Data Protection Officer using the below contact details**

**Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)**

**Post to:**

***Data Protection Officer  
Information Governance Unit  
Staffordshire County Council  
2 Staffordshire Place  
Stafford  
ST16 2DH***

**If you are not satisfied with our response or believe we are not processing you personal data in accordance with the law you can contact the Information Commissioner's Office (ICO).**