

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

We **Summerhill School** are the data controller for the purposes of Data Protection Law.

### **Why do we collect and use Student information?**

We collect and use Student information under the following Acts of parliament and associated legislation: The Education Act, amendments and accompanying regulations – For example; Section 537A of the 1996 Act enables the education setting to collect information to perform the Department of Education's termly census.

Where appropriate we also rely on:

- The Children Act and subsequent amendments
- The Common Law Duty of Care
- Health and Safety at Work Act
- Working together to Safeguard Children Guidelines (DfE)
- Equality Act 2010
- The Disability Discrimination Act,
- Special Educational Needs (SEN) Code of Practice
- Safeguarding Vulnerable Groups Act
- Limitation Act 1980

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, contact details and address, relevant medical information)
- Emergency Contact information
- Characteristics (such as ethnicity, language, nationality, gender, religion, date of birth, country of birth, free school meal eligibility, special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons, national curriculum assessment results, any exclusion information, where they go after they leave us).
- Assessment information (such as EYFS, Key Stage or internal academic/attitude assessments)
- Behavioural information (such as exclusions.)

### **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.

We intend to collect consent to process information for photos, school trip, Biometric system (used for school meals and print facilities). Please note, you have a right to withdraw consent at any time and can contact the school to do this

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure that they are aware their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from the previous school and may also receive information from the Local Authority (LA) and the DfE.

### **Storing Student data**

The information we collect, use and store about Students and their parents/carers is retained on our computer systems and in paper files, either until it is updated/superseded or until the Student leaves the school where it will be passed on to the receiving school in accordance with the Education (Student Information) England Regulations 2005. Records are retained by a Secondary school for the period of 25 years from the Date of birth of the Child. Further information on how long schools retain information can be seen in the Information Records Management Society Toolkit for schools available at this link: [School records retention periods](#)

### **Who do we share Student information with?**

We routinely share Student information with:

- Relevant staff within the school
- Education providers that Student's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health Services
- Connexions
- EBP (Work Experience H&S checks)
- ParentPay
- Cunningham Cashless Catering Providers
- Mitie
- Chartwells
- NHS – School Nurse
- Examination Boards
  
- Other providers of electronic services to the school:
  - Planet EStream
  - SIMS
  - SIPS
  - CPOMS
  - Renaissance Learning
  - Show my homework
  - Survey Monkey
  - Edmodo
  - Parent Evenings Systems
  - Firefly
  - Evolve
  
- Other services provided via DGfL:
  - E-Safe monitoring Service
  - MediaCore Library
  - Micro Librarian Systems
  - Microsoft Online Services – Microsoft Office 365
  - RM Education
  - Google Education
  - Papercut

We are committed to working with the local authority in protecting and safeguarding children and young people in the Borough. As a consequence we intend, where relevant to do so, share information with the Multi-Agency Safeguarding Hub (MASH) which is a co-located arrangement of agencies including the local authority, Police, NHS Trusts and Probation Service integrated into a multi-agency team.

Where a Student/parent/carer has been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at the local authority. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties’.

Police Authority  
Children’s Services  
Department For Education  
Local Authority  
Governors

### **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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

### **Data collection requirements:**

#### **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: regulation 5 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 hardware controls, which meet the current [government security policy framework](#).

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

### **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 Mrs Vicki Poole (Business Manager).

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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:

**YourIG Data Protection Officer Service**

**Dudley MBC**

**The Council House**

**Dudley**

**West Midlands**

**DY1 1HF**

**Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)**

**Tel: 01384 815607**

**How 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)

**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>

## **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.

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/dfE-external-data-shares>

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