

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

Data Protection law states that, if consent is your basis for processing the child's personal data, a child under the age of 13 can't give that consent themselves and instead consent is required from a person holding 'parental responsibility'

'Information society services' includes most internet services provided at the user's request, normally for remuneration. The GDPR emphasises that protection is particularly significant where children's personal information is used for the purposes of marketing and creating online profiles.

Parental/guardian consent is not required where the processing is related to preventative or counselling services offered directly to a child.

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.

The Single Point of Access Team (SPA), which is the single point of contact for safeguarding concerns, and the MASH share information appropriately and securely on children or young people in order to take timely and appropriate actions. The teams also provide information and advice across a range of child and family services.

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:

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 of 16.

For more information about services for young people, please visit our local authority website: <http://www.dudley.gov.uk/kids/>

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

It is strongly recommended that Students and their parents consider the importance and value of the information being shared with Youth Support Services as this information is used to identify young people within Dudley schools who will need support from the Connexions service to move to a positive destination after leaving school and therefore complies with the Raising of the Participation Age.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) 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 Mrs J Belcher, Director of Operations and Business.

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:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607