

THE KING'S SCHOOL



Privacy Notice

(How we use student information)

We collect and hold personal information relating to our students and may also receive information about them from their previous school. The school uses and processes student information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The Privacy Notice replaces The Fair Processing Notice (FPN) and should not require annual revision. Schools, Local Authorities (LA), the Department for Education (DfE) and other educational bodies that process personal data about students and staff are required by the Data Protection Act (1998) to issue a Notice to parents, students and staff to inform them of the purposes for which that personal data may be held and used.

The aim is to make the Privacy Notices issued to students and staff general and constant. Any changes to the details of organisations with which school or LA data is shared can be updated on the LA and DfE websites.

The categories of student information that the school collects, holds and shares include:

- Personal information (such as name, unique student number 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 reasons for absence)
- Assessment information (such as internal tests, student progress information and examination results)
- Medical information (such as allergies to food, medication a student may require and medical incidents that have occurred inside or outside of school that may affect learning)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs)
- Behaviour information (such as rewards, achievements, incident records and exclusions)
- Post 16 information (such as destinations data, UCAS applications and grants)

The school also processes special categories of personal data that may include:

- physical or mental health needs
- racial or ethnic origin
- criminal convictions data
- civil and criminal proceedings, outcomes and sentences
- religious or other beliefs of a similar nature

The school collects and uses this information

- to support student learning
- to monitor and report on student progress
- to provide appropriate care and guidance
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which this information is used

The school collects and uses student information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

Collecting student information

Whilst the majority of student information 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.

How do we collect personal data?

Information may be collected in many different ways but predominantly as set out below:

Face to Face

If you attend the school or we visit you, we may collect your personal data.

Telephone calls

Recordings may be used as evidence of the call and for our staff training, monitoring for abusive and quality purposes.

Emails

If you email the school we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.

CCTV

We have installed CCTV systems on school premises, for the purposes of public, student and staff safety, as well as, crime prevention and detection. Signs are displayed notifying that CCTV is in operation and providing details of who to contact for further information. The school will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet. Images captured by CCTV will not be kept for longer than necessary.

Storing student data

We hold student data in line with our Data Retention Guidelines set out in appendix 3.

Sharing student information

We share student information with:

- Schools and other educational environments that students attend after leaving the school
- Lincolnshire Education Authority or the local authority in which the student resides
- Department for Education (DfE)
- School Nursing Team
- National Health Service
- Careers Advisory Service
- Educational Welfare Officer
- Educational Psychology Service
- Special Educational Needs and Disability Specialist Services
- Examination Boards
- Please follow the link for an additional list of suppliers who act as Data Controller or Data Processor:

[Copy of List of companies acting as Data Processor and or Data Controller.xlsx](#)

Why the school shares student information

The school does not share information about students with anyone without consent unless the law and school policies allow us to do so.

The school shares student data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The school is required to share information about students with the (DfE) under regulation 5 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

Students aged 13+

Once a student reaches the age of 13, the school passes student information to the 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 son'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 student once he reaches the age 16.

Students aged 16+

The school shares certain information about students aged 16+ with the 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 the 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.

The school is required by law, to provide information about students to the DfE as part of statutory data collections such as the school 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-student-database-user-guide-and-supporting-information>.

The department may share information about 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 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 a student's personal data

Under data protection legislation, parents and students have the right to request access to information about them held by the school. To make a request for your personal information, or be given access to your son's educational record, contact Catherine Barnes, Bursar & Director of Resources / Data Protection Officer via: <mailto:admin@kings.lincs.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
- 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 the school is collecting or using your personal data, you should raise your concern with the Head Master in the first instance. Alternatively, you can contact 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: [Catherine Barnes, Bursar & Director of Resources / Data Protection Officer](#)