



PLATANOS TRUST

Platanos College

Privacy Notice

How we use pupil information

Privacy Notice

How we use pupil information

This Privacy Notice provides information on how we process information in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

1. Data processing

Data processing of personal data means any activity that involves handling the information, such as collecting, storing, sharing and destroying such personal information.

2. The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disability (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, key stage 4, post-16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and similar activities
- images and identity management

This list is not exhaustive (i.e. it is not a complete list, but examples of the types of information).

3. Why we collect and use pupil information

We collect and use pupil information for the following purposes:

- a) to support pupil learning
- b) to promote the learning environment
- c) to monitor and report on pupil attainment and progress
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us for Department for Education (DfE) data collections and other statutory returns

4. The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupils' personal information are:

- Legal obligation – we process certain information to comply with the law
- To protect vital interests – such as the individual's life
- Contractual obligation – to fulfil the obligation of providing an educational service
- Specific consent is provided
- Legitimate interest – in order for the school to carry out its normal services
- Public task or interest – this is set out in law or in the exercise of 'official authority'

In addition, concerning any special category data (such as information on race or religion), the lawful bases are:

- Specific consent being provided
- Legal obligation
- To protect vital interests
- Carried out in the course of legitimate activities with appropriate safeguards
- Relates to personal data which are manifestly made public by the subject (individual)
- Necessary for the establishment, exercise or defence of legal claims
- Necessary for substantial public interest
- Necessary for the purposes of preventative or occupational medicine
- Necessary for public interest in the area of public health
- Necessary for archiving in the public interest, scientific or historical research purposes or statistical purposes

5. How we collect pupil information

We collect pupil information via a number of ways, such as registration forms, the Common Transfer File (CTF) or secure file transfer from a previous school, and government (DfE) database portals.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

6. How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our Data Protection Policy, our data retention schedule and how we keep your data safe, please visit our website.

7. Who we share the information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- the NHS and other medical agencies as appropriate
- other agencies such as the police as and when necessary
- other educational providers

8. Why we regularly 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. All data is shared in a secure manner.

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 share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

9. 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+ (where applicable)

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

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Pupils aged 16+ (where applicable)

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.

Department for Education (DfE)

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 the 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.

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)

Sharing by the DfE

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

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/df-external-data-shares>

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

10. 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, please contact **the school office**.

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

The right to object only applies in certain circumstances. The school has the right to process data in order to fulfil its legal obligations as described in Sections 3 and 4. In these instances, the right to object does not apply.

11. Contact

If you have a concern or complaint about the way we are collecting or using your personal data, or if you would like to discuss anything in this Privacy Notice, you should contact us directly in the first instance on 020 7733 6156 or email at: office@platanotruster.com.