

Privacy Notice: Data Protection Act 1988

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, local authority, and/or the Department for Education (DfE). We hold this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, relevant medical information and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Any special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behavioural and any exclusion information
- Destinations (where they go after they leave us)
- National curriculum assessment results

Why we collect and use this information

We use this information to:

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

The lawful basis on which we use this information

We collect and use this information under the Education Act 1996. 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 will not share information about our students with anyone without consent unless the law and our policies allow us to. We are required, by law, to pass some information about our students to our local authority (LA) and the Department for Education (DfE).

In order to support the School Nursing Service with the delivery of local and national health initiatives for children, e.g. health screening and child immunisation programmes, the school will share information with the School Nursing Service. This will include the name, date of birth, address and school attended.

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>.

Once our pupils 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 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 / student once they reach 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 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 Gillian Allen, Business Manager
Email: gillian.allen@ntlp.org.uk
Tel: 0191 2347200

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, we request that you raise your concern with us 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:

Mrs Gillian Allen, Business Manager
Email: gillian.allen@ntlp.org.uk
Tel: 0191 2347200

The Data Protection Officer for Churchill Community College is:

- **Data Protection Officer (for Schools)**
Law and Governance
North Tyneside Council
Quadrant
North Tyneside, NE27 0BY
Tel No: (0191) 643 2333
Email: DPO.Schools@northtyneside.gov.uk