



CHATHAM & CLARENDON GRAMMAR SCHOOL

Privacy Notice for Students and Parents

Agreed by Governors: **July 2020**

1. How we use student information

Chatham & Clarendon Grammar School is a data controller for the purposes of the Data Protection Act 2018. This privacy notice describes how we collect and use personal information about our students, in accordance with the General Data Protection Regulation (GDPR)

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

- personal identifiers and contacts (such as name, unique student 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 (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 achievement information
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- post-16 learning information
- contact information for next of kin and family members

3. Why do we collect and use student information

The personal data collected is essential, for the school to fulfil its official functions and meet legal requirements.

We collect and use student information, for the following purposes:

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

We collect and use student information in accordance to the Education Act 1996 and the Data Protection Act 2018 (including the lawful basis for collecting and using student information for general purposes as detailed in Article 6, and Article 9 where data processed

is a special category data under the GDPR 2018) this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

4. Collecting student information

We collect student information via registration forms at the start of the school year or secure file transfer from previous school]

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it 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 student information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

5. Storing student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <http://www.ccgrammarschool.co.uk>

6. Who we share student information with

We routinely share student information with:

- schools
- our local authority
- youth support services (students aged 13+)
- Department for Education (DfE)

7. Why we regularly 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

Youth support services: 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 or guardian can object to any information in addition to their child's name, address and date of birth being 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 the age 16.

Students aged 16+

We will also share certain information about students 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

A student, once they reach the age of 16, can object only if their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

For more information about services for young people, please visit our local authority website <https://www.kent.gov.uk/education-and-children/young-people>

8. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on July 2020.

9. How Government uses your data

The student 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)

10. Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

11. The National Pupil Database (NPD)

Much of the data about students 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 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

12. Sharing by the Department

The law allows the Department to share students' 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 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student 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/dfе-external-data-shares>

13. How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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