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## **Privacy Notice (How we use student information)**

This notice is based on the Department for Education's model Privacy Notice for Students, amended to reflect the way we use data in Newent Community School and Sixth Form Centre.

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a Privacy Notice to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. By law we have to process your data to make sure we meet the requirements of:

- The Education Act 1996
- The School Admissions Code
- Keeping Children Safe in Education

We, Newent Community School and Sixth Form Centre, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is the Business Manager.

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records including the sessions attended, number of absences and absence reasons
- Your characteristics including:
  - ethnic background
  - language
  - nationally
  - free school meal eligibility
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images
- Special educational needs and disabilities information, and important medical information to ensure you have the support you are entitled to and are kept safe and well
- Whether you are eligible for financial support through 'pupil premium'. Students are eligible for pupil premium if:
  - They are entitled to free school meals, or have been at any time in the last 6 years
  - They are in care, adopted or fostered
  - They are the children of members of the armed forces

### **Why we use this data**

We use this data to help run the school, including to:

- Get in touch with you and your parents / carers when we need to
- Support your learning and monitor / report on your progress
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing and provide appropriate pastoral care



- Assess the quality of our services

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents / carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents / carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents / carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Record Retention Schedule and Records Management Policy which sets out how long we must keep information about pupils.

### **Data sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents / carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- The Local Authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a Government Department), Central and local government
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us), eg Ofsted,
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities, health and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies



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## National Pupil Database

We are required to provide information about you to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

## Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to our Local Authority and / or youth support services provider, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to our Local Authority and / or youth support services provider.

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our Data Protection Officer.

### Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials



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- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
  - Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
  - Claim compensation if the data protection rules are broken and this harms you in some way

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.