

STUDENT PRIVACY NOTICE

Privacy Notice (How we use student information)

You have a legal right to be informed about how our schools use 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.

Pathfinder Schools is the Data Controller for the purposes of the General Data Protection Regulation 2018. This means that we collect and are responsible for, personal data about the students in all of our schools.

The categories of student information that we collect, hold and share 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)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information about assessment, achievement, progress and qualifications (such as key stage 1 and phonics results, post 16 courses enrolled for and relevant results)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special educational needs information (including the needs and ranking)
- Information about behaviour (such as exclusions and any relevant alternative provision put in place)
- Information about post 16 learning
- Photographs and in some schools, CCTV images
- Catering and Free School Meal management

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

We collect and use student information under the terms of the General Data Protection Regulation 2018. The lawful basis under which we collect and process information is covered at Article 6 and is defined as “Public task”. This means that we collect the personal data in order that we may carry out our public duties those being the education of students in our schools.

We also collect and process special category data, covered at Article 9, such as race, ethnic origin, religion, health and sometimes biometric (fingerprint) data. This data is also necessarily collected and processed in order to carry out our obligations to provide public education. Where personal data or special category data is not essential to the fulfilment of our obligations (such as biometrics), we will seek your or your parent/carer's permission (called consent) at the time the data is captured.

Collecting student information

We collect student information via registration forms issued when joining our schools or via the Common Transfer File which is a secure file transfer system operated by schools. 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.

Storing student data

We hold student data for the duration of the student's time in our schools. Ordinarily, primary school student records are passed on to secondary schools when starting secondary education. Secondary schools retain student records for 7 years from completing secondary education so usually to 25 years of age. There

are exceptions to this which are detailed in our retention policy. Need to add how we do this in a secure manner. Also need to link to policy re safe use of data

Who we share student information with

We routinely share student information with:

- our staff
- schools that student's attend after leaving us
- schools that are within our trust – Pathfinder Schools
- our local authority
- the Department for Education (DfE)
- our Management Information System provider
- our School Improvement Partner so that schools can be held to account for student outcomes
- the Parent Teacher Association of the respective school so that they may provide services and assist the school as volunteers

We also share elements of student data with a number of third parties in order that they may provide a service to the student and school:

- Catering contractor, typically dietary needs and allergies
- School Nurse, medical information
- Trips and visit organisations, medical information, dietary and allergies and special educational needs
- Website provider, typically student photographs for which we obtain consent
- Attendance and educational psychology professionals

Why we 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.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. How is this data transferred. This data is transferred via secure bespoke management information systems.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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 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

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.

Data is securely transferred to these services and retained in accordance with our Retention Policy.

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

Data is securely transferred to these services and retained in accordance with our Retention Policy.

For more information about services for young people, please visit our local authority website.

Department for Education

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 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.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:

- the [Schools Admissions Code](#), including Fair Access Panels.

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, contact the Data Protection Lead in the relevant school within the trust or alternatively, the Trust Information Officer for Pathfinder Schools.

Depending on the lawful basis above, 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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this

notice.

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 in April 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Trust Information Officer

Pathfinder Schools

Greening Road

Rothwell

Northants NN14 6BB

E-mail: tio@pathfinderschools.org.uk

Telephone: 01536 903399

How Government uses your data

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.

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- 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)

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>

The National Pupil Database (NPD)

Much of the data about pupils 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 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.

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

Sharing by the Department

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

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 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/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are 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>