

Privacy Notice - Pupils

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

We, The City of Leicester College, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is **Anne Gregory** (see 'Contact us' below for contact details).

What data do we use

The City of Leicester College collects and holds personal information about you. In addition to what you tell us we may also receive information about you from your previous school, local authority, partner organisations (such as the Police, NHS) and/or the Department for Education (DfE).

The types of data the school holds includes, but is not restricted to:

- Personal information (such as name, unique pupil number, contact details and address(es))
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as teacher assessments, test and examination results)
- Relevant medical information
- Information relating to Special Educational Needs (SEND)
- Behavioural information (such as number of temporary exclusions)
- Post 16 learning information
- Child Protection / Welfare information
- Photographs and video
- CCTV images

Why we collect and use this information

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

- get in touch with you and your parents when we need to
- check how you're doing in school and work out whether you or your teachers need any extra help
- motivate you to achieve your best
- provide you with appropriate pastoral care
- track how well the school as a whole is performing
- look after your wellbeing and safety
- comply with the law regarding data sharing
- fulfil the requirements of an exam board, qualification
- to help you decide what to do after you leave school

What allows us to use this information

The Education Acts are the main laws that allows us to use your data without the consent of you or your parent / guardian. Schools have a 'legal obligation' or have 'official authority' to process the data.

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.

Collecting pupil information

Whilst the majority of 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 information to us or if you have a choice in this.

Storing pupil 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 Data Retention Policy which sets out how long we must keep information about pupils. The minimum time we are required to keep information is until you are 25 years old.

Who we share pupil information with

We routinely share pupil information with:

- schools and/or post-16 provision that the pupil attends after leaving us this includes assessment information and relevant safeguarding information
- our local authority, including Connexions in order to comply with our legal obligations for statutory data returns such as School Census
- the Department for Education (DfE) in order to comply with our legal obligations for statutory data returns such as Key Stage Two tests
- Leicestershire Partnership NHS Trust for delivery of child health services, such as inoculation programmes and school nurses. They also use information about pupils for data research and statistical purposes.
- NHS Digital for analysing and presenting a range of health & social care data, including height and weight of pupils
- Exam boards
- Education Skills Funding Agency (ESFA) and Learning Records Service (LRS)
- Leicester Education Strategic Partnership (LESP), including Leicester Primary Partnership (LPP) and the Education Improvement Partnership (EIP)
- Police forces, courts, tribunals
- Contractors / suppliers providing IT and other services
- Financial organisations
- Security organisations

Why we share pupil information

We do not share your information with anyone without consent unless the law and our policies allow us to do so.

We share your data with the Department for Education (DfE) because we have to by law. This is used to give out school funding and for educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

You can see what we have to send for the school census here:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority (including Connexions) 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 / pupil once he/she reaches the age 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

In accordance with Regulations 23 and 35 of the Representation of the People Regulations (2001), the basic details of young people aged 16+ are used by the local authority for the purposes of encouraging registration and verifying identity prior to entry on the Register of Electors.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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>

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.

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 our **Data Protection Officer**, see 'Contact Us' details below.

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
- 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

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. If you are then unhappy with our response, you can contact the Information Commissioner's Office:

Website: <https://ico.org.uk/concerns/>

Phone: 0303123 1113

Contact us

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

Data Protection Officer:

Anne Gregory

Phone: 0116 241 3984

Email: dpo@cityleicester.leicester.sch.uk