

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

### **Why do we collect and use Student information?**

We, Ruskin Community High School collect and process Student information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#). Ruskin High School is the 'data controller' for the purposes of data protection law.

We use the Student data:

- to support Student learning
- to monitor and report on Student progress
- to provide appropriate pastoral care
- to protect Student welfare
- to assess the quality of our services
- to administer admissions waiting lists
- to comply with the law regarding data sharing

### **The categories of Student information that we collect, hold and share (when appropriate) includes, but is not restricted to:**

- Personal information (such as name, unique Student number and address)
- Contact details, contact preferences, identification documents
- 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
- Exclusions/behavioural information
- Relevant medical information, including physical and mental health
- Special educational needs information
- Student and curricular records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Biometric (thumb prints)
- CCTV images captured in school

We may also hold data about Students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Collecting Student information**

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 personal information about Students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Record Retention Schedule sets out how long we keep information about Students. The school uses the Information and Records Management Society retention schedule.

### **How will my information be stored?**

Ruskin High School uses an electronic database. The school also holds a student file that is received from the Primary school.

### **Who do we share Student information with?**

We routinely share Student information with:

- schools that the Students attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS / School nurse

### **Aged 14+ qualifications**

For Students enrolling for post 14 qualifications, the Learning Records Service will give us a Student's unique learner number (ULN) and may also give us details about the Student's learning or qualifications.

### **Why we share Student information**

We do not share information about our Students with anyone without consent unless the law allows us to do so.

We are required to share information about our Students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Students) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about Students with:

- Our local Authority – to meet our legal obligations, such as safeguarding concerns and exclusions
- The Department of Education - (a government department)
- The Student's family and representatives
- Educators and examining bodies
- Our regulator - (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Health authorities, Health and social welfare organisations
- Police forces, courts, tribunals
- Professional bodies

### **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**

#### **What is different about Students aged 13+?**

Once our Students reach the age of 13, we are legally required to 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/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 he/she reaches the age 16.

### **The National Student 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.

We are required by law, to provide information about our Students 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 Students) (England) Regulations 2013.

To find out more about the Student 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-Student-database-user-guide-and-supporting-information>.

The department may share information about our Students 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:
- the arrangements in place to store and handle the data

To be granted access to Student 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 in compliance with the GDPR.

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 Student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

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

**Will this information be used to take automated decisions about me?** No

**Will my data be transferred abroad and why?**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

#### **Requesting access to your personal data**

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact Office Manager, Ruskin Community High School.

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, 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/>

#### **Contact:**

If you would like to discuss anything in this privacy notice, please contact Office Manager, Ruskin Community High School.