

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

You have a legal right to be informed about how our school uses any personal information that we hold about your child. To comply with this, we provide a “privacy notice” to you where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about them.

We, Mayfield School, are the ‘data controller’ for the purposes of data protection law.

All colleagues within the school receive regular training on the handling of personal data and how to comply with the GDPR legislation, which is renewed annually.

The Data Protection Officer for Mayfield School is Andrew Tite, Director of Business Operations, and he can be contacted on 02392693432 or [tite@mayfield.portsmouth.sch.uk](mailto:tite@mayfield.portsmouth.sch.uk).

### **The categories of student information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address);
- 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) and exclusions;
- Assessment information;
- Pupil and Curricular records;
- Safeguarding information;
- Details of any support received, including care packages, plans and support providers;
- Modes of travel;
- Relevant medical, special educational needs and behavioural information;
- Post-16 learning information;
- Photographs;
- CCTV images captured in school;
- Biometric data (fingerprints) where needed to access school payment systems.

### **The categories of parent/carer information that we collect, hold and share include:**

- Personal information (such as name, address, email, telephone/mobile number);
- Details of support received (in relation to the child);
- Details of legal information (in relation to the child), such as court judgements.

### **Why we collect and use this information**

We use the student data:

- To support learning;
- To monitor and report on progress;
- To provide appropriate pastoral care;

- To assess the quality of our services and how well our school is doing;
- To comply with the law regarding data sharing.

We use parent/carer data:

- To safeguard pupils;
- To contact parents;
- To report on progress and concerns.

### **The lawful basis on which we use this information**

We will only collect and use this information when the law allows us to. Most often, we will use the 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 education);
- We need to protect their interests (or someone else's interest).

Sometimes we may also use their personal information where have given us permission to use it in a certain way.

### **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 information to us or if you have a choice in this. Where we are using personal information only on the basis of your permission you may ask us to stop processing this personal information at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

### **Storing data**

We have a record retention schedule which sets out how long we must keep information about students. We generally keep student records until they are 22 years of age, however there are some records which are kept until the age of 25 due to special circumstances.

### **Who we share student information with:**

- Schools that the students attend after leaving us;
- Our local authority, Portsmouth City Council;
- The department for education (DfE);
- Our regulator – Ofsted;
- Our governing body;
- Suppliers and service providers;
- Police forces, courts, tribunals;
- Local safeguarding teams and professionals;
- Medical 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 student data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and with the Department for Education (DfE) under regulation 5 of The Education (Information About Individual Pupils) (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-collectionand-censuses-for-schools>

### **Youth support services**

#### **Students aged 13+**

Once our students reach the age of 13, we also pass their 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 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.

#### **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.

For more information about services for young people, please visit our local authority [website](#).

### **For Primary/Infant pupils only**

Under the public duties of the Portsmouth Local Authority for improving education standards in Portsmouth, relevant personal information (name and address) will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

Under the public duties of the Portsmouth Local Authority for moderating teacher assessments in Portsmouth, relevant personal information (UPN, name, subject and result) will be passed to our moderators from Southampton City Council in order for them to carry out their contracted duties on behalf of Portsmouth Local Authority.

## **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.

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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupildatabase-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: and
- 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.

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-pupil-database-requests-received>

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

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

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for personal information, or be given access to your child's educational record, contact the school's Data Protection Officer (see 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;
- 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 personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:

The Data Protection Officer, Mayfield School, on 02392693432 or [tite@mayfield.portsmouth.sch.uk](mailto:tite@mayfield.portsmouth.sch.uk)