

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

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

- Personal information (such as name, unique pupil number, photograph, image 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)
- Relevant medical and medication information
- Special educational needs and pastoral care information
- Assessment and transition information
- Exclusion / behavioural information
- Finance information

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

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress and attendance
- To provide appropriate pastoral care
- To administer medicine and personal care where appropriate
- To assess the quality of our services
- To comply with the law regarding data sharing
- To communicate with pupils, parents and carers
- To provide catering and payment services
- To process admissions
- To maintain pupil records
- To support behaviour management
- To provide pupil support services
- To ensure pupil safety and security
- To promote the school and its activities
- To allow us to respond to complaints and other issues that may arise

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

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Consent has been obtained from the data subject
- Necessary for the performance of a contract with the data subject
- Processing is necessary for compliance with a legal obligation
- Processing is necessary in order to protect the vital interests of the data subject or of

another person

### **Collecting pupil information**

- Whilst the majority of pupil 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 pupil information to us or whether you have a choice in this.

### **Storing pupil data**

We hold pupil data until the individual reaches the age of 25.

### **Who we share pupil information with**

We routinely share pupil information with

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- NHS
- School nursing team
- Examinations Boards and moderators
- Catering and trip payment services
- Pupil and parent communication service providers
- Pupil learning service providers
- Careers advisors
- School trip providers and destinations
- IT service providers to enable pupil access to learning services

### **Why we share pupil information**

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

We share pupils' data with the 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 pupil with the 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 place on us by the DfE (e.g. via the school censuses) go to <https://www.gov.uk/education/data-collection-and-censuses-for-school>.

### **Youth Support Services**

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass 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 services by informing us. This right is transferred to the child/student once he/she reaches the age of 16.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE 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 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 the 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>.

### **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 Student Services at Tiverton 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 any concerns about the way we are collecting or using your 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

Our designated Data Protection Officer (DPO) is: i-west

Email: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk)

I-west is an external provider who offer specialist data protection services to Tiverton High School, Heathcoat Primary School and Rackenford Primary School.

Their website is [www.auditwest.co.uk](http://www.auditwest.co.uk)

For general enquiries at Heathcoat Primary School please contact:

Administration and Finance Manager

[admin@heathcoat.devon.sch.uk](mailto:admin@heathcoat.devon.sch.uk)

Heathcoat Primary School  
Broad Lane  
Tiverton  
EX16 5HE

Tel: 01884 252445

For general enquiries at Tiverton High School please contact:

Administration and Finance Manager

[admin@tiverton.devon.sch.uk](mailto:admin@tiverton.devon.sch.uk)

Tiverton High School  
Bolham Road  
Tiverton High School Devon  
EX16 6SQ

Tel: 01884 256655

### **Privacy Notice – Additional information for children in need and looked after children**

In addition to the details in the Pupil Privacy Notice above, this section details how we use information relating to children in need and looked after children.

### **The categories of children in need and looked after children information that we collect, hold and share include:**

- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- Adoptions (such as dates of key court orders and decisions)
- Care leavers (such as their activity and what type of accommodation they have)

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

- To support these children and monitor their progress

- To provide them with pastoral care
- To assess the quality of our services
- To evaluate and improve our policies on children's social care

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

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Consent has been obtained from the data subject
- Necessary for the performance of a contract with the data subject
- Processing is necessary for compliance with a legal obligation
- Processing is necessary in order to protect the vital interests of the data subject or of another person

#### **Collecting this information**

Whilst the majority of looked after children information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or whether you have a choice in this.

#### **Storing this information**

We hold pupil data until the individual reaches the age of 25.

#### **Who we share this information with**

- Department for Education
- Local Authority
- NHS

#### **Why we share this information**

We share children in need and children looked after data with the Department on a statutory basis, under Section B3 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under Section 3 of The Education (Information about Individual pupils) (England) Regulations 2013.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

#### **Data collection requirement**

To find out about the data collection requirements placed on us by the DfE go to:

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

Children in need: <https://www.gov.uk/guidance/children-in-need-census>