

Privacy Notice

(How we use student information)

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities information (such as attendance information, authorisation forms)
- Catering data (such as payments, meals purchased, free school meals status)
- Identity Management and Authentication, and access (such as computer usernames, systems services documents and websites visited and applications used)
- Closed circuit television – (Moving images of persons activities around the site)

This list is not exhaustive, to access the current list of categories of information we process please see www.sns.hackney.sch.uk

Why we collect and use student information

We collect and use student information, for the following purposes:

- a) to provide students with an education and support student learning
- b) to monitor and report on student progress
- c) to allocate the correct teaching resources and assess the quality of teaching in the school
- d) to provide appropriate pastoral care
- e) to ensure the safety of students whilst in our care (food allergies, emergency contact details etc.)
- f) and protect children from harm
- g) to comply with the law regarding data sharing

- h) to notify families of students of any news and important information about the school
- i) to support integrated health services

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

Article 6(c) (legal obligation) of the GDPR, for any data shared with the Department for Education (or its successors).

Article 6(e) (Public task) of the GDPR, for any data used internally for the effective execution of role as a school.

We process data covered by Article 9 (special category personal data) for the purposes covered by Article 6(c) 6(e) and 6(b).

How we collect student information

We collect student information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school and update forms throughout the year. In addition, when a child joins us from another school we are sent their details through a secure transfer file containing relevant information.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

How we store student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.sns.hackney.sch.uk

The only people who have access to your personal information are staff within Stoke Newington School whom require access in order to carry out their duties as professionals and our nominated data processors (to whom no right to the data is conferred). We will not transfer your data outside of the European Economic Area, unless we have a Data Processing Agreement or where covered by Privacy Shield, European Commission approved standard contractual clauses or Binding Corporate rules.

We will not pass your personal data to any third parties for marketing, sales or any other commercial purposes.

Who we share student information with

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority (The London Borough of Hackney)
- youth support services (students aged 13+)

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- the Department for Education (DfE)
- School Police Liaison Officer
- The school nurse
- NHS services

Why we regularly 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.

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 / student once they reach 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.

Requesting access to your 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 your personal information, or be given access to your child's educational record, contact the school office in the first instance, or our Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress

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- 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact our data protection officer:

Data Protection Officer: Craig Stilwell

Address: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Telephone: 0203 326 9174

or directly to the Information Commissioner's Office at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

ICO helpline: 0303 123 1113

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

How Government uses your data

The student 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.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student 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>

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.

The National Student Database (NPD)

Much of the data about students in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students' 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

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- 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 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student 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>

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