

Privacy Notice (How we use pupil information)

The categories of pupil 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)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, allergies, and medication)
- Assessment information (such as test outcomes, current/predicted grades, attitude to learning, Cognitive Ability Testing results and Reading Age test results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Post 16 learning information
- Attendance information (such as sessions attended, number of absences and absence reasons)

Why we collect and use this information

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

- a. to support pupil learning
- b. to monitor and report on pupil attainment progress
- c. to provide appropriate pastoral care
- d. to assess the quality of our services
- e. to keep children safe (food allergies, or emergency contact details)
- f. to meet the statutory duties placed upon us

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

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of our statutory functions
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
 - o Section 537A of the Education Act 1996
 - o the Education Act 1996 s29(3)
 - o the Education (School Performance Information)(England) Regulations 2007
 - o regulations 5 and 8 School Information (England) Regulations 2008
 - o the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data (for example Religion, Ethnicity, Biometric) we seek explicit consent to gather and process this (Article 9, 2a).

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 if you have a choice in this.

Biometric Information

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. The system used in the school records a biometric measurement taken from a finger, but not a fingerprint image.

How is this used?

This information is used within our cashless catering system, and for password resetting on the school's computer network. These services offer a number of benefits including:

- Reduction in time and cost dealing with lost or forgotten cards/passwords/PINs.
- Reduction in the need for cash handling
- Reduction in opportunities for bullying
- Reduction in queuing time
- Ability to pay for children's lunches via ParentPay

The information is stored in a secure database on the school site. AMEY Catering staff use this system to identify students and charge for meals, but do not have access to the biometric data itself. When a child leaves the school, or ceases to use the biometric system, their biometric data will be permanently deleted.

We require your consent to collect and use this data in the ways outlined above. You can update your consent by signing and returning a consent form to main reception.

What will happen if I don't provide my permission?

Children under 18 years who do not have parental consent for the biometric information, will not be able to access cashless catering, or reset their school computer log-in using the system, with their fingerprint. The school will provide students with a swipe card instead and payment will still need to be made online using Parent Pay.

Can I change my mind?

At any time you can revoke your consent and your child's biometric information will be removed from the system. To do this please contact standards@thedustonschool.org.

Student Photographs

How is this used?

At The Duston School, we annually take photographs of pupils for internal attendance and identification purposes. We sometimes take additional photos for use in the school's prospectus, on the school's website and on display boards around school.

The school uses a 3rd party company to take an annual photograph of students for attendance and identification purposes which is stored on our school system. All companies that the school works with are checked to ensure that they comply with data protection law. This photograph is also made available for purchase to parents who may wish to keep a copy for themselves or relatives.

We require your consent to collect and use this data in the ways outlined above. You can update your consent by signing and returning a consent form to main reception

What will happen if I don't provide my permission?

We will ensure your child's photograph is taken and used in line with the preferences you outline in your consent. If you do not consent to a third party taking your child's photograph

we will respect this request but the school will still need to take an annual photograph for attendance and identification purposes.

Can I change my mind?

At any time you can revoke your consent and your child's biometric information will be removed from the system. To do this please contact standards@thedustonschool.org.

Storing pupil data

Our data retention policy details the types of information held by the school, and the length of time for which this is kept. If you would like to see a copy please contact standards@thedustonschool.org

Who we share pupil information with

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- The Department for Education (DfE)
- Our local authority
- Youth Support Services
- Exam boards
- School Nursing Team
- Police

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 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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 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.

Department for Education

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>.

To find out more about the data collection requirements placed on us by the Department for Education 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>

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 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>

We use various systems to help us perform our statutory functions as a school. We ensure these systems store and process data in accordance with our policies and data protection law.

Northamptonshire Local Authority

We share the following types of information with our Local Authority:

- Assessment and Examination information
- School Exclusions (Fixed Term and Permanent)
- Bullying incidents
- Attendance

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 / 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

For more information about services for young people, please visit our local authority website.

Exam Boards

In order to facilitate students taking public examinations we share pupil data with the relevant exam boards. The school keeps secure records of the results of its alumni should they wish to access them in the future as per our retention schedule.

School Nursing Team

In order to fulfil our duty to promote pupil wellbeing, the school shares data with the school nurse team to:

- Provide school drop-in services
- Support delivery of the National Childhood Measurement Programme in Reception and Year 6
- Support delivery of Holistic Health Assessments in Reception and Year 6
- Implement care plans for pupils with medical needs/safeguarding/vulnerable students
- Support delivery of the childhood immunisation schedule
- Provide training for school staff on managing medical conditions
- Run public health sessions in schools.

Police

We share personal data for:

- the prevention or detection of crime;
- the apprehension or prosecution of offenders; or
- the assessment or collection of tax or duty.

IT Systems

The following systems support the school in communicating and engaging with parents, carers and students:

- **SIMS In Touch:** for email/mobile phone communication with students, parents and staff
- **SIMS Online Parent App:** for allowing parents to update contact information and relevant consents. Also used for indicating option choices.
- **Parents Evening Booking System (School Cloud Systems):** for allowing parents to book parents evening appointments and attendance to other school based events
- **Virtual Learning Environment:** for providing information about the students progress, attendance, behaviour and homework

The following system supports the school in processing financial payments with parents and carers:

- **Parent Pay**

The following system supports the school in managing the issuing and processing of library reading and revision books for students:

- **Eclipse library system**

Various teaching apps are used by the school to support students learning and progress. The school ensures that the minimal amount of information is shared; that each provider is compliant with data protection law; and have a data sharing agreement in place.

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 standards@thedustonschool.org

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, we request that you raise your concern with us in the first instance by contacting Mr T Wise, Vice Principal, twise@thedustonschool.org. 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:
Mr T Wise, Vice Principal, twise@thedustonschool.org