

Privacy Notice (How we use Student Information)

Who we are:

Students may already know that their school (The Long Eaton School/Merill College/Lees Brook Community School) is part of the Academy Trust called the Northworthy Trust, but the Trust is the organisation which is in charge of personal information. This means the Trust is called the Data Controller. The Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE). The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number, medical information, special education needs, address and images)
- 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 and attainment information (such as progress grades, predicted grades and working at levels)
- Conduct data (such as behaviour, exclusions, alternative provision arrangements)
- Safeguarding information (such as court orders and professional involvement)
- Trips and activities
- Catering, free school meal management, dietary requirements

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
- to keep children safe
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law

The lawful basis on which we use this 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 are required, by law (under regulation 5 of the Education (Information about Individual Students) England Regulations 2013, to pass some information about our students to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority. We are also required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census. 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>.

The NPD (National Student Database) 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 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; 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-student-database-requests-received>

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

Who we share information with:

All of the companies listed below are currently under review for GDPR compliance, so maybe be subject to change. We may share student information with:

- CAPITA Business Services (SIMS – School Management System)
- Virtue Technologies (IT services, web filtering and anti virus)
- Impero Solutions Ltd (IT services)
- Local Authority
- Public Examination Boards (AQA, OCR, City & Guilds, EDEXCEL, WJEC, VTCT, NCFE, BCS, EAL, TLM, JCQ)
- Your new school if you move schools
- Disclosures connected with SEN support – e.g. non-LA professionals
- School Nurse
- School Counsellor
- NHS

- CAMHS (Child and Adolescent Mental Health Service)
- My Concerns (One Team Logic)
- Police for investigative purposes
- School Gateway, Eduspot, SIMS In Touch (Communication Systems)
- Parents Evening Booking System
- The Fizz Group, Master School Portraits, Jane Stapleton School Photography (School Photographers)
- Interserve, VeriCool, Cunninghams (Catering System/Providers)
- GL Assessment (for CAT tests)
- the Department for Education (DfE)
- SISRA
- Microsoft
- Pearson Education (online testing)
- Invenry Ltd (signing in system)
- DANCOP
- Careers Local
- Class Charts
- Sporting Communities
- Mobility Support Worker

Websites/Apps used within Curriculum Areas:

- Learning Labs
- Bee Business
- Tutor2U Ltd
- SAM Learning
- Memrise
- Linguascope
- Kahoot
- Google Uk Ltd
- EDLounge Ltd
- Lexia Learning
- Oxford University Press
- MLS
- MathsWatch Ltd
- Mathsbox Ltd
- Schoology
- The University of Edinburgh
- Quizlet Inc
- The PiXL Club
- Onshape Inc
- Desmos Inc
- Charanga Ltd
- Literacy Planet
- Rockstar Maths
- Codecademy
- Seneca

The Trust do not normally transfer information to a different country which is outside the European Economic Area. This would only happen if a parent lived abroad, if a student moved to a new school

abroad or if students take part in an educational visit overseas. If this happens we will ensure that it is safe to transfer information by looking at whether that other country has good data protection laws for example. If this is not possible then we will contact students/parents to get consent to send information.

The school may use students' full names on School Newsletters and on presentations or school noticeboards within school to promote and celebrate student success. For celebrating achievement on social media, only student forenames will be used.

Youth Support Services

Once our students reach the age of 13, we also pass student information to our Local Authority who is the 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 youth support services and careers advisers. A parent or carer 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 ticking 'No' on the appropriate Parental Consent section of the data check sheet. This right is transferred to the student once he/she reaches the age 16.

Images

The school will store images for its own use. Usually these will be unnamed images and will generally be for internal school use e.g. on display boards which can be seen by visitors to the school and on presentation slides. Consent is required for named photographs to be used for school newsletters and press releases and for any images to be used on social media, the school prospectus or website (further information available in the Photography Policy).

How long we keep your information:

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our MIS (Management Information System). We usually keep information until your 25th birthday, unless you move to another school in which case we send your files (electronic and paper) to your new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and is available on the School Website or from the School Office.

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, please contact the school office. 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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you want to contact us about your personal information, you can contact our Data Protection Officer who is Mrs Jayne Stone, The Northworthy Trust, The Long Eaton School, Thoresby Road, Long Eaton, Nottingham, NG10 3NP.