



## Privacy Notice for Pupils

We collect and hold personal information relating to our staff and students and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

This privacy notice applies to all pupils at schools who are part of the Riverview Family of Schools (RFS).

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil 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, 2, 4 results, phonics and multiplication test results, post 16 courses enrolled for and any relevant results and assessment data collected internally)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- catering information (such as dietary requirements, free school meal information, and meals purchased)
- trips and activities (such as consent forms, additional information from parents, payment information)
- identity management and authentication (for example pupil photographs, biometrics)
- CCTV imagery captured in school
- details about and from external support agencies (including reports from CAHMS, police, NHS etc)

### Why we collect and use pupil information

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

- a) to support pupil learning and welfare
- 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, safeguarding)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) **data collections**
- g) to process any complaints
- h) to protect vulnerable individuals

- i) the prevention and detection of crime

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

- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **Vital interests:** the processing is necessary to protect someone's life.
- **Legal obligation:** the processing is necessary for you to comply with the law

These are the lawful bases for each of the purposes we collect and process pupil information for.

- **Public task:** for the purposes of supporting pupil learning and welfare, to monitor and report on pupil attainment progress, to provide appropriate pastoral care, to assess the quality of our services, to process any complaints and for the prevention and detection of crime.
- **Vital interests and public task:** for the purpose of keeping children safe and protecting vulnerable individuals.
- **Legal obligation:** for the purpose of meeting the statutory duties placed upon us for the Department for Education (DfE) data collections

In addition, concerning any special category data, the legal basis is vital interests and falls under the UK GDPR - Article 9.

## Collecting pupil information

We collect pupil information from the Local Authority's Admissions team, via admission forms completed by parents at the start of the school year, and via Common Transfer File (CTF) from the previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

## Storing pupil data

Personal data will be retained by the school in accordance with the Data Retention guidelines in the Information Management Toolkit for Schools (IRMS).

Electronic and paper student records will be held until a student reaches the age of 25 in accordance with the Limitation Act 1980 (Section 2), unless the student had special educational needs, in which case it is until the student reaches the age of 31.

Where there have been safeguarding concerns, the retention of pupil data will be reviewed at this point and decisions about ongoing retention will be made on an individual basis.

The school stores data in locations that comply with GDPR and the Data Protection Act.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- NHS
- School nurses
- exam boards
- suppliers that help us with the smooth running of the school, such as ICT, SIMS and schools catering partners
- software providers which help with the delivery of the curriculum, including but not limited to: Google, Wonde, Sparx, GCSEPod, Edulink, CPOMS.

## Why we regularly 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.

## Youth support services for 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

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 / pupil once they reach the age 16.

Data is securely transferred to the youth support service via **[insert method used]** and is stored **[insert storage]** and held for **[insert data retention period]**.

## Youth support services for pupils aged 16+ [For use by educational settings with students 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

Data is securely transferred to the youth support service via **[insert method used]** and is stored **[insert storage]** and held for **[insert data retention period]**.

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

## Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- The Education (Pupil Information) (England) Regulations 2005 to maintain a Pupil's Educational Record.

All data is transferred securely and held by the Department for Education (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.

## Our local authority

We are required, by law, to pass certain information about our students to local authorities.

Our local authority is North Lincolnshire Council and we share data and processing student personal data in order to meet their legal duties (Article 6(1)(c)) and for the performance of a task carried out in the public interest or in the carrying out of official authority assigned to the controller (Article 6(1)(e));

The legislation they rely on includes:

- Children's Act 1989, 1996, 2004
- Education Act 1996 and 2002
- Education and Skills Act 2008
- Local Government Act 2000

Data is transferred securely, using the DfE's Schools 2 Schools service.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their students go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Students and/or a parent/guardian will need to inform the school/LA if this is what they wish. If you want to see a copy of information about you that the LA holds, please contact the North Lincolnshire Council Data Protection Officer.

## **NHS and school nurse services**

Pupil data is shared with NHS and school nurse services for the purposes of supporting pupil welfare and for the purpose of keeping children safe. It enables the school to assist the NHS with the roll-out of routine vaccinations, as well as providing access to other school nurse services.

Data that is shared includes: pupil names, data of birth, gender, address details and GP practice details.

## **Exam boards**

Students' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications
- Department for Education; Local Authority;

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Personal data that is shared includes pupil names, date of birth, gender and UPN. The privacy notices of each exam board can be found on their websites:

- [AQA Privacy Notice](#)
- [WJEC Privacy Notice](#)
- [Pearson Privacy Notice](#)
- [OCR Privacy Notice](#)
- [VTCT Privacy Notice](#)
- [Cambridge International Privacy Notice](#)

Data is transferred securely via the A2C Migration Application.

## **Chartwells (Compass Group)**

Chartwells staff are contractually engaged to operate catering within school and are responsible for operating our dining halls. Therefore student names and biometric information are passed to Chartwells for the purpose of maintaining lunch accounts.

We use Cypad and Cunningham's CRB systems to link our information management systems with ParentPay and our catering services system, as part of our contract with Chartwells.

## Career Guidance

As part of our statutory obligation to provide impartial careers advice and guidance we will work with the NL Careers Adviser and pass names of students needing additional information, advice or guidance at transitional points on to them. We will also work with The Careers Enterprise Company through their Enterprise Advisory Network [provided by Coast to Capital, LEP] and the National Collaboration Outreach Project [NCOP] and provide statistical data about students to aid the allocation of funding and resources. The school will also provide its independent careers adviser with student names and age for the purpose of 1-1 guidance interviews delivered on site.

## Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our students to CCGs.

CCGs use information about students for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual students.

It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose.

CCGs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

## Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to students, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

## 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 **the Data Protection Officer**.

You also have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated and approved by the Governing Body in December 2022.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: The RFS:

Data Protection Officer  
Baysgarth School  
Barrow Road  
Barton-upon-Humber  
DN18 6AE

Data Protection Officer  
Castledyke Primary School  
Castledyke West  
Barton-upon-Humber  
North Lincolnshire  
DN18 5AW

## How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 Pupil 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 (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (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 for Education (DfE).

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-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.



For information about which organisations the Department for Education (DfE) has provided pupil 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>

## How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

