# Appendix 1

# Privacy Notice (How we use pupil information)

**[Suggested wording to give to pupils and parents to explain how information about pupils is used in educational settings such as; schools, alternative provision, pupil referral units and early years providers. You must review and amend to reflect local needs and circumstances, as you will process data that is not solely for use within data collections]**

## 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 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)

**[Settings need to add to this list other categories of pupil information that they process. These might include, for example; trips and activities, catering and free school meal management and identity management/authentication]**

This list is not exhaustive, to access the current list of categories of information we process please see **[link to website or location of data asset register / current privacy notice]**

## Why we collect and use pupil information

**[Setting to insert both the purposes and lawful bases for collecting and using pupil 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 for DfE data collections

**[Settings need to add to this list any other reasons for which they collect and use pupil information]**

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

**[Setting to document the lawful basis for each purpose (must include a basis from Article 6,**

**and one from Article 9 where data processed is special category data from the GDPR). Ensure you list all relevant legislation that supports the lawful basis. For DfE data collections see relevant legislation for each specific [data collection](#) you collect data for]**

- for the purposes of **[Insert purpose / purposes]** in accordance with the legal basis of **[Insert legal basis]**

In addition, concerning any special category data:

- conditions **[Insert conditions]** of [GDPR - Article 9](#)

**[Settings to extend to list lawful basis / bases for each purpose that they are processing]**

# Collecting pupil information

We collect pupil information via **[explain method of data collection used, for example registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from 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

We hold pupil 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 **[link to website]**

**[Settings should explain or reference the appropriate data retention documents that show where data is held, the security arrangements (high level), and policies about safe use of data within the setting. Ideally, this section should link to policies that are easily accessible and regularly reviewed].**

# 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)

**[Settings need to amend and extend this list to include all other parties with whom they regularly share pupil information. Examples include, academy chains, federations, Multi Academy Trusts (MATs), school nurse, NHS.]**

# 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. **[Setting to explain why they share pupil data and insert any relevant**

## Youth support services

### Pupils aged 13+ [For use by educational settings with students 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]**.

### 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 our local authority website.

## Department for Education

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:

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.

# 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 **[setting to include details of their administrator / Data Protection Officer]**

You also have the right to:

- 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/

# Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let

us know by contacting **[identify a suitable representative here xxxxxx along with their contact details]**

# 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 on **[insert data notice was drafted/last updated].**

# Contact

If you would like to discuss anything in this privacy notice, please contact: **[Setting to insert name / address / contact details of its administrator or Data Protection Officer]**

# Appendix 2

**Table of collections**

As at December 2018 (subject to change with consultation, as required)

| Data Required | Data detail | Statutory | Regularity |
|---|---|---|---|
| Core Learner Data | • **Source School Information**<br>   o LEA & ESTAB Number<br>   o School Name | Yes | Weekly |
| | • **Pupil Data**<br>   o UPN<br>   o Forename & Surname<br>   o DOB<br>   o Gender<br>   o ULN | Yes | Weekly |
| | • **Pupil Data > Basic Pupil Details**<br>   o Preferred Names<br>   o NCY<br>   o Ethnicity & Ethnicity Source<br>   o FSM Eligible<br>   o Entry Date (Original Start Date)<br>   o Part Time status (Nursery)<br>   o Boarder<br>   o Medical Flag<br>   o First Language | Yes | Weekly |
| | • **Pupil Data > Looked After Child**<br>   o In Care Indicators<br>   o Care Authority (Identifies which LA has pupil registered in care) | Yes | Weekly |
| | • **Pupil Data > Address**<br>   o Current Address Information | Yes | Weekly |
| | • **School Information**<br>   o LEA & ESTAB number of school(s) pupil attends<br>   o School Name<br>   o Entry date (Most current)<br>   o Last School Indictors (This indicates if pupil has left and returned)<br>   o Enrol Status | Yes | Weekly |
| | • **SEN**<br>   o SEN Start Date<br>   o SEN Provision status | Yes | Weekly |
| | • **SEN > SEN Needs**<br>   o SEN Type Ranks<br>   o SEN Type | Yes | Weekly |

| | | | |
|---|---|---|---|
| | • **FSM**<br>   o  FSM Start Date<br>   o  FSM End Date | Yes | Weekly |
| | • **Support Information**<br>   o  Service Child Indicator<br>   o  Mode of Travel | Yes | Weekly |
| | • **Attendance** | Yes | Weekly |
| | • **Exclusion Data**<br>   o  Category and Reason of exclusion<br>   o  Start and End date<br>   o  Emergency contact details | Yes | Weekly |
| | • **Leavers Information**<br>   o  Leaving Date<br>   o  Leaving Reason | Yes | Weekly |
| Attendance | • Sessional attendance data | Yes | Weekly |
| | • Learner level data for off-site provision | Yes | Termly |
| | • Elective home education referrals | Yes | Event-driven |
| | • Children missing education referrals | Yes | Event-driven |
| | • Children missing out (< 25 hours/ week) | Yes | Termly |
| | • Exclusions – fixed and permanent | Yes | Event-driven |
| Post 16 | • Intended destinations of Year 11 & 6th form pupils is provided by school | Yes | Annually |
| | • Intended Destination data picked up by EES team is shared with the appropriate school; overall anonymised summary & analysis is shared with all schools | No | Annually |
| | • September offer status of Year 11 & 6th form pupils is provided by school | Yes | Annually |
| | • Actual destinations of ex Year 11s & ex 6th formers is provided by school | Yes | Annually |
| | • Actual destination data picked up by EES team is shared with the appropriate school; overall anonymised summary & analysis is shared with all schools | No | Annually |
| | • Notification by school of its pupils becoming NEET or left/situation not known | Yes | Half-termly |
| Children looked after | • BMDC as corporate parent require all information relating to the educational progress and outcomes of CLA. This refers to children both in and out of the LA. | Yes | Termly |

| | | Yes | Weekly |
|---|---|---|---|
| | • Attendance for CLA is collected from those out of authority CLA children. | | |
| Admissions | • The details and outcome of every application, made directly to the school, including appeals outcomes, for Reception to Year 6 and Year 7 to Year 11. | Yes | Weekly |
| | • The on roll date of new starters | Yes | Weekly |
| SEN | • Pupils at school Support | Yes | Annually |
| | • LA already has pupils with an EHCP | Yes | Annually |
| | • Annual Review information | Yes | Within statutory timescales |
| Transport | • Pupil name | Yes | Weekly |
| | • Pupil age | Yes | Weekly |
| | • Home address | Yes | Weekly |
| | • Distance from home to school and route | Yes | Weekly |
| | • Additional/Special needs/Education Health & Care Plans/Statements of Special Educational Needs | Yes | Weekly |
| | • Income status of family | Yes | Weekly |
| | • Entitlement under the Council's transport policies | Yes | Weekly |
| | • Mode of transport | Yes | Weekly |
| | • Routes | Yes | Weekly |
| | • Ticketing arrangements/authority to travel | Yes | Weekly |
| | • Control measures put in place to ensure a suitable travel arrangement | Yes | Weekly |
| | • Transport timings | Yes | Weekly |
| Statutory | Statutory data returns including: | | |
| | • school census, | Yes | Termly |
| | • end of key stage tests, assessments and examinations | Yes | Annually |
| | • school workforce census | Yes | Annually |
| Locally required | • Provisional KS4 & KS5 examination results at an institution level | No | Annually |
| | • Nominated data contact | No | Annually |
| | • Chosen MIS and MIS support provider | No | Annually |