

Ashfield School



PRIVACY NOTICE

Privacy Notice

Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- Provide statutory services
- Safeguarding children and young people from harm
- protect public monies against fraud

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Nottinghamshire Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We must provide the addresses of all pupils and their parents and any further information relevant to the support services' role. Until the child is aged at least 16 their parents can ask that no information beyond a child's name, address and date of birth and the parents name and address be passed on to the youth services provider. This right confers to the child on their 16th birthday.

We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can request that only their child's name, address and date of birth be passed to Nottinghamshire County Council by informing admin@ashfield.notts.sch.uk. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.nottinghamshire.gov.uk>

To ensure your son or daughter's information is kept safe we have the following controls/limitations in place:

- a) the information will not be used for any purpose other than those stated in this notice.
- b) the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation.
- c) the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation.
- d) the information will only be held for the periods agreed in our Record Retention Schedule, after which time it will be destroyed. Our Record Retention and Schedule can be found here <http://www.ashfield.notts.sch.uk/Policies>
- e) the information will be held, used and shared in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. When you give your consent for your son or daughter's information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting:

- admin@ashfield.notts.sch.uk

You can also contact the person named above if you wish to:

- access any records we hold about your son or daughter
- have any information we hold about your son or daughter corrected
- have any information we hold about your son or daughter erased
- restrict how information we hold about your son or daughter can be used or shared
- object to information about your son or daughter being held
- have any information we hold about your son or daughter transferred to a third party
- challenge decisions relating to your son or daughter made using automated decision making and profiling

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with relevant data protection legislation. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how your local authority and/or DfE collect and use your information, please visit:

- Your local authority at <http://www.nottinghamshire.gov.uk/education/child-data-security/child-data-security>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact:

Information and Systems Team,
Quality and Improvement Group Children, Families and Cultural Services,
Nottinghamshire County Council
County Hall,
West Bridgford
Nottingham,
NG2 7QP

For DfE:

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate,
Store Street,
Manchester,
M1 2WD
Telephone: 0370 000 2288

Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact:

- admin@ashfield.notts.sch.uk

If you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

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

The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.