

# Privacy Notice (How we use student Information)

We, Walney School are a data controller for the purposes of the General Data Protection Regulation of 2018. We collect information about you from your previous school and the learning records service.

## The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number, contact details and address);
- 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);
- Medical Information;
- Behavioural information;
- Safeguarding information;
- Cashless Catering Information;
- Special educational information.

## Why we collect and use this information

We collect and use the student data:

- To support student learning;
- To monitor and report on student attainment progress;
- To provide appropriate pastoral care;
- To assess the quality of our services;
- To keep our students safe;
- To comply with the law regarding data sharing.

## The lawful basis on which we use this information

We collect and use student information under;

**Article 6(1)(c) of the General Data Protection Regulation (GDPR) 2018:** To comply with a legal obligation.

**Article 6(1)(e):** To perform a task in the public interest or to exercise official authority of the controller.

**Article 9(2)(h):** The provision of health or social care, treatment or the management of health or social care systems.

## Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

## Storing student data

We hold student data for 25 years from the date of birth in accordance with the

## Who we share student information with

We routinely share student information, for example, with:

- Schools that the student's attend after leaving us;

- Our local authority;
- The Department for Education (DfE);
- The Queen Katherine Multi Academy Trust;
- Childrens services;
- Kym Allan HSC;
- Exam boards;
- Camhs
- Inspira

## Why we regularly share student 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 share students' 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 students with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

## Data collection requirements:

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>.

## Youth support services

### students aged 13+ [For use by educational settings with students aged 13+:]

Once our students reach the age of 13, we also pass student 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 / student once he/she reaches the age 16.

### Students aged 16+ [For use by educational settings with students aged 16+:]

We will also share certain information about students 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.

## 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:

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

## The National Pupil Database (NPD)

The NPD 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 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>.

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the department 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/national-pupil-database-requests-received>

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

## 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, contact Mrs Helen Bates, Office Manager or Mr Paul Brooks, Data Protection Officer.

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
- A right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 would like to discuss anything in this privacy notice, please contact:

Miss Lisa Corkill email [lcorkill@walney.cumbria.sch.uk](mailto:lcorkill@walney.cumbria.sch.uk)

Mr Paul Brooks, Data Protection Officer email: [dpo@walney.cumbria.sch.uk](mailto:dpo@walney.cumbria.sch.uk)

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# Privacy Notice (How we use School Workforce Information)

We, The Queen Katherine School Multi Academy Trust (“the Trust”) are the data controller for the purpose of the General Data Protection Regulation (GDPR) 2018. Personal data is held by the Trust about those employed or otherwise engaged to work at the Trust. This is to assist in the smooth running of the Trust and/or enable individuals to be paid.

## The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number);
- Payroll information;
- Special categories of data including characteristics information such as gender, age, ethnic group;
- Contract information (such as start dates, hours worked, post, roles and salary information);
- Relevant medical information;
- Address and next of kin information;
- Cashless Catering Information;
- Work absence information (such as number of absences and reasons);
- Qualifications (and, where relevant, subjects taught).

## Why we collect and use workforce information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed;
- Allow better financial modelling and planning;
- Inform the development of recruitment and retention policies;
- Enable ethnicity and disability monitoring;
- Enable individuals to be paid.

## The lawful basis on which we process this information

We collect and use workforce information under;

**Article 6(1)(c) of the General Data Protection Regulation (GDPR) 2018:** To comply with a legal obligation.

**Article 6(1)(e):** To perform a task in the public interest or to exercise official authority of the controller.

**Article 9(2)(h):** For preventative/occupational medicine; assessing work capacity of an employee, diagnosis, providing health/social care/treatment.

**The Education act 1996** – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Collecting this information

Workforce data is essential for the school’s operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## Storing workforce information

We hold school workforce data for 6 years after termination of contract

## Who we share workforce information with

We routinely share this information with:

- Our local authority;
- HMRC;
- The Department for Education (DfE);
- Government Equality Office;
- Kym Allan HSC;
- Pensions (DWP);
- Occupational Health.

## Why we share school workforce information

**We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.**

### Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our workforce with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Student Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its 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>

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

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Tracy Houlden, HR Manager or Mr Paul Brooks, Data Protection Officer.

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
- a right to seek redress, either through the ICO or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

## Further information

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

Mrs Tracy Houlden, HR Manager email: [tracy.houlden@queenkatherine.org](mailto:tracy.houlden@queenkatherine.org)

Mr Paul Brooks, Data Protection Officer email: [dpo@walney.cumbria.sch.uk](mailto:dpo@walney.cumbria.sch.uk)

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Sharing by the Department

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

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The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

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- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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