



**COLMERS SCHOOL**  
& SIXTH FORM COLLEGE

## Privacy Notice for pupils & families

Review Frequency  
Relevant Legislation

Annually

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Data Protection Act 2018

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ACHIEVING  
**excellence**  
BELONGING  
**together**  
CHALLENGING  
**mind-sets**

## Privacy notice for pupils and their families

Colmers School & Sixth Form College is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils and families in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Colmers School & Sixth Form College is the “data controller” which means that we are responsible for deciding how we hold and use personal information about pupils and families.

### Privacy notice – how the school uses pupil information

#### What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Emergency Contact & Lifestyle information** – e.g. names, relationships, phone numbers and email addresses.
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any needs you have
- **Medical and administration** – e.g. doctors’ information, your health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Trips & Activities information**
- **Free School Meals/ Catering information**
- **Biometric identification for Cashless Catering**
- **Photographs taken during the course of providing education services, trips, visit and events**
- **Financial Details**
- **Post 16 learning information**
- **Information about the use of IT systems** – including monitoring of use
- **Special categories of personal data include:** biometric data, ethnicity, relevant medical information and special needs information.

This list is not exhaustive – to access the current list of information the school processes, please refer to the school’s Data Asset Register which can be requested from the Data Protection Officer.

#### Why do we collect and use your information?

We collect and use your information for the following reasons:

- Pupil selection (and to confirm the identity of prospective pupils and their parents);

- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor school performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with IT security policy;
- Making use of photographic images of pupils in academy publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
- To provide support to pupils after they leave the school.
- To assess the quality of our services
- To meet legal duties placed on us by the government

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
  - Contract: the processing is necessary for a contract with the individual;
  - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
  - Vital interests: the processing is necessary to protect someone's life
  - Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
  - The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
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- For the purpose of supporting pupil learning, in accordance with the legal basis of legal obligation, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996.

## **How do we collect your information?**

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from your previous school
- Child protection plans
- Admission & Application Forms
- Survey Data
- Online forms
- Letters from parents
- Tips & visits forms

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

## **How do we store your information?**

We hold your personal information securely on both paper and electronic systems for the set amount of time shown in the school's Records Management Policy, which can be accessed by contacting the school's data protection officer.

Except as required by law, the school only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

For more information about how we keep your information safe, please see the school's Data and E-security Breach Prevention and Management Plan.

## **Who do we share your information with?**

We routinely share your information with:

- The LA
- The DfE
- Schools that you go to after leaving us
- Youth support services
- Educational Software suppliers (where a service is subscribed to)
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## **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

### **Youth support services**

Once our pupils reach the age of 13, we also pass pupil information to our local authority (LA) and/or provider of youth support services because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996.

Sharing this information allows them to provide the following services:

- Youth support services
- Careers advisers
- Post-16 education and training providers

The information we share is limited to the pupil's name, address and date of birth; however, where a parent has provided their consent, other relevant information will be shared – this right to consent is transferred to pupils once they reach 16-years-old.

We securely transfer information to the youth support services via the school census return.

The youth support services stores and retains this information in line with their policies

### **Department for Education (DfE)**

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

### **How does the government use your data?**

#### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

#### **Sharing by the DfE**

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfе-external-data-shares>

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

### **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we hold about you, please contact Kevin Tranter – Data Protection Officer at the usual school contact details.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

## **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Data Protection Officer at the school address.

## **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Kevin Tranter, Data Protection Officer on 0121 453 1778 or email [enquiries@colmers.school](mailto:enquiries@colmers.school)

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK [website](#), or download our Data Protection Policy and Records Management Policy.