

Privacy Notice (How we use pupil information)

The Governing body for the Isle of Wight Education Federation (which includes Carisbrooke College, Medina College and the Island VI Form) referred to herewith as the schools is the Data Controller for personal information with respect to responsibility under Data protection legislation.

The categories of pupil information that we process include:

- Personal information (such as name, unique pupil number 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)
- Assessment information (such as national curriculum assessment results)
- Relevant medical information
- Information relating to special educational needs
- Behavioural information and exclusions
- Safeguarding

Why we collect and use 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 and 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
- g) to comply with the law regarding data sharing

The lawful basis on which we use this information

The schools hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. This information is needed to enable us to comply with our legal obligation to provide an education service. We collect and use personal data in order to meet legal requirements including:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015

Collecting pupil information

We collect pupil information via Application Forms plus a Common Transfer File (CTF) and secure file transfer from previous school if applicable.

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. Where consent is required, we will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil data

We hold pupil data securely for the statutory amount of time shown in our data retention schedule. In accordance with the Data Protection Policy, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. For more information on the retention of records schedule and how we keep your data safe, please visit the data protection tab on our website to access additional policies containing this information.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local education authority
- the Department for Education (DfE)
- school nurse, NHS, CAMHS, Pediatricians,
- NHS health care and Childrens Services including speech therapy, physiotherapy, occupational therapy, educational psychologist (once consent was gained)
- Educational Psychologists
- Childrens Services, including Safeguarding

Why we share pupil information

We only share personal data where the law requires us to do so or where we obtain consent.

We share pupils' 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 pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and also Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015.

Youth support services

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.

Pupils 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 and is stored and held for the statutory retention period. For more information about services for young people, please visit our local authority website.

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>.

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England. We are required by law, to provide information about our pupils 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 DfE may share information about our pupils from the NDP with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of personal data is maintained.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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, please make your request in writing to the clerk to the governors in the first instance emma.shambrook@iwef.org.uk who will pass it over to the Data Team via GDPR@iwef.org.uk

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
- in certain circumstances, have inaccurate personal data rectified, restrict its processing, erased or destroyed; and
- data portability

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 via GDPR@iwef.org.uk. You also have the right to raise concerns with the school's Data Protection Officer; the Assistant Director of Corporate Services at the Isle of Wight Council, dpo@IOW.gov.uk. Ultimately, you also have the right to contact 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 DfE, please see the 'How Government uses your data' section of this notice.

Contact

If you would like to discuss anything in this privacy notice, please email GDPR@iwef.org.uk.