

**Privacy Notice (Pupil/Pupil information)**

St Bede’s Catholic School and Sixth Form College collects and holds data on the pupils that enables the academy to provide education services to meet their needs of its pupils. The information supports the tracking of pupil attainment and progress, attendance and behaviour. Curriculum, examination and timetabling decisions are based on the data we collect and ensure the appropriate support is given to specific groups of pupils.

**The categories of pupil information that we collect, hold and share include:**

* Personal information (such as name, DOB, biometric data, unique pupil number and address)
* Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Assessment information (such as examination results, current grades and forecast grades)
* Behaviour Information (such as exclusions, detentions and behavioural incidents)
* Special Needs information (such as medical/dietary history, EHC Plan, and statements)
* Banking information for Student Bursary payments

**Why we collect and use this information**

* To support your learning
* To monitor and report on your progress
* To monitor your behaviour and attendance
* To provide appropriate pastoral care
* To assess the quality of our services
* To comply with the law regarding data sharing
* Contact parents/carers
* Enter pupils for examinations

**The lawful basis on which we use this information**

We collect and use pupil information under GDPR, Article 6(1), where it is necessary for compliance with a legal obligation on the academies to educate the data subject OR that the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Under Article 9(2) of the GDPR, pupil’s personal data will only be processed for the purposes of carry out our obligations as an educational establishment.

**Collecting your information**

Whilst the majority of the information you provide to us is mandatory, some of it is provided 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 information or if you have a choice in this.

**Storing your data**

We hold your data for six years following the end of the pupil’s education in Year 11. SEN or Child Protection data is held until the pupil is 25 years old.

**Who we share upir information with**

We routinely share your information with:

* Bishop Wilkinson Catholic Education Trust

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| * Other educational establishments and alternative education | * 3rd Party Applications and Services such as |
| * Local authority including Music Service | * Microsoft |
| * Department for Education (DfE) | * Evolve |
| * Ofsted | * Capita Sims |
| * Examination Boards | * Sisra Analystics |
| * Child Health Service | * Kerboodle |
| * Education Psychologists | * Class Charts |
| * One Point Services | * Fisher Family Trust |
| * Police service | * CPOMs |
| * Employers (References) | * Doodle |
|  | * My Maths |

More specifically:

* **Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions**
* **The Department for Education - to meet our legal obligations to share certain information with it such as performance data.**
* **The pupil’s family and representatives - to meet our legal obligations for attendance, educational assessments, and general welfare of the child.**
* **Educators and examining bodies – to meet any legal obligations and ensure the best education requirements for the pupil.**
* **Our regulator e.g. Ofsted, - to comply with legal requirements.**
* **Suppliers and service providers – to enable them to provide the service we have contracted them for.**
* **Financial organisations – to ensure best financial practice by school, pay for buses, educational visits.**
* **Central and local government – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance and exclusions.**
* **Our Trust auditors – to ensure the correct financial procedures are being adhered to and all monies accounted for.**
* **Survey and research organisations – to meet with any legal requests and improve general education and welfare of children.**
* **Health authorities and social welfare organisations, including third parties commissioned by the school to undertake safeguarding roles– to ensure the wellbeing and good health of all our children.**
* **Professional advisers and consultants, including third party service providers – to ensure the best education and wellbeing of the pupil is provided.**
* **Charities and voluntary organisations – to enable the children to value their own families and friends and be aware of and have the opportunity to help those less fortunate.**
* **Police forces, courts, tribunals – to meet legal requirements requested and ensure the health and safety of our pupils is provided – on receipt of official legal request.**
* **Professional bodies – to meet legal requirements requested and ensure the best all round education as possible ie: sporting coaches, and music coaches (Durham Music Service).**

**Why we share your information**

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

We share your 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 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 go to

<https://www.gov.uk/education/data-collection-and-cencises-for-schools>.

**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 enable them to provide services as follows:

* Youth Support services
* Careers advisors

A parent/carer 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 pupil once he/she reaches the age of 16.

**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 1006.

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.

**The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research as well a 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 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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to htpps://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD 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 Department has robust processes in place to ensure the confidentiality of our data is maintained, there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. To contact DfE: <https://www.gov.uk/contact-dfe>

**Requesting access to your personal data**

Under data protection legislation, parent/carer 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 **Ian Merrington, Director of Academy Services.**

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
* claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern 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/

**Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner’s Office

* Report a concern online : <https://ico.org.uk/concerns>

**Contact**

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

**Ian Merrington, Director of Academy Services.**