



Privacy Notice



**Please read this notice carefully.
It contains important information concerning your child's privacy**

Buxton Community School is committed to protecting the privacy of its staff and pupils. We want you to understand what data we collect, why we need it and how we process, store and secure it.

We obtain information about pupils from:

- **Information provided by parents on admission forms and detail change forms**
- **Changes highlighted on Data Collection Sheets**
- **Direct electronic information from other schools (Common Transfer Files – CTF's)**
- **Paper records sent from previous schools / placements.**

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

- **Personal information (such as name, unique pupil number and address)**
- **Characteristics (such as ethnicity, language, nationality and country of birth)**
- **Attendance information (such as sessions attended, number of absences and absence reasons)**
- **Attainment information (such as previous assessments, subject grades and attitude to learning grades)**
- **SEND information (such as assessments and categories of need)**
- **Intervention and pastoral information (such as support offered and assessments of impact)**
- **Family circumstances (such as social care information and free school meal / bursary eligibility)**
- **Behavioural and conduct information (such as behaviour / achievement points and exclusions / awards)**
- **Relevant medical information (such as medical conditions and required treatment plans)**
- **University/HE, Apprenticeship and FE application information and destinations.**
- **Work experience and placement information.**
- **Visual reference information (such as student profile photographs and CCTV images)**

How we use pupil information

We collect and hold personal information relating to our students 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:

- **Enhance and support student learning**
- **Monitor and report on student progress**
- **Provide intervention, where necessary, to support learning and improve outcomes**
- **Provide appropriate pastoral care**
- **Ensure the health and wellbeing of students**
- **Assess the quality of our teaching and outcomes**
- **Offer enrichment activities and deliver specific learner directed programmes**
- **Protect public monies against fraud**
- **Contact parents / carers to support students and foster a close working relationship**

For pupils over 14, the Learning Records Service will give us the unique learner number (ULN)

Exam boards will also give us details about your learning or qualifications. Previous academic results and attendance may be passed on if references are sought. Reference requests will be treated as confidential and will meet the structure and approved policy.

Information may be passed to the National Careers service or to educational service providers such as DANCOP / HEAN in order to aid students in making informed career choices and in choosing appropriate on-going destinations.

Attendance and conduct information for students may be requested by external agencies, (i.e. MAT), Education Welfare, work experience placements, prospective employers and the tax office, for those claiming certain tax credits.

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.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Derbyshire County Council who have responsibilities in relation to the education or training of 13-19 year olds.

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 the Data Protection Act 1998 and GDPR.

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>

A parent/guardian can request that only their child's name, address and date of birth be passed to Derbyshire County Council by informing the Data Manager at the school. 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.derbyshire.gov.uk/>.

In order to support student progress and learning we share limited student information with a number of external organisations and companies:

- **SISRA** – For the monitoring and analysis of student attainment against targets by key indicators such as gender, free meals, first language and attendance.
- **Provision Map** – For the monitoring of intervention, SEND provision and pastoral support.
- **Homework Provision Map** – In order to share resources online with our students and support in the effective setting and completion of homework.
- **Live Register** – A biometric fingerprinting attendance system.
(Individual consent for this will be sought if required, in line with Article 9 of the GDPR)
- **SIMS** – A Central management information system which allows us to record contact, conduct and attainment information and other relevant information relating to your child at school.
- **ParentPay** - For processing and tracking school related payments (meals/trips etc).
- **Evolve** – Online planning, approval and risk management of educational visits.

Lawful Basis for Processing

The six lawful bases for processing are set out in Article 6 of the GDPR. In school we use the following basis for processing the information we hold about your child:

- (a) **Consent:** the individual has given clear consent for us to process their personal data for a specific purpose

This includes data under Article 9 – Processing special categories of data requiring specific consent (such as biometric information, health and sexual orientation)

- (b) **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

For example, this may apply when students are referred to a third party for counselling / specialist tuition.

- (c) **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).

For example, the school may be required to pass on information to the police in relation to a suspected crime.

- (d) **Vital interests:** the processing is necessary to protect someone's life.

For example, the school may need to pass on information to provide students with emergency medical care or in relation to safeguarding concerns.

- (e) **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The school has a need to process personal data to meet with the Government's statutory (legal requirement) to offer education to students.

- (f) **Legitimate interests:** the processing is necessary for our legitimate interests.

To ensure your child's information is kept safe we have the following controls 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 school's Record Retention Policy and Schedule, after which it will be **securely destroyed**. (This includes electronic records) Our school's Record Retention and Schedule can be found online at:

https://www.derbyshire.gov.uk/working_for_us/data/how_to_dispose_of_confidential_information_safely/records_retention_schedules/default.asp

- e) the information will be held, used and shared in accordance with current 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 writing or e-mailing the school:

F.A.O: The Data Manager
 Buxton Community School
 College Road
 Buxton
 Derbyshire
 SK17 9EA
 e-mail: data@buxton.derbyshire.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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

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 our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Further contacts:

For Derbyshire County Council:

Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

For DfE:

Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk>
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 the school's Data Manager in the first instance.

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

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate)
01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510
Website: <https://ico.org.uk/>

* The Information Commissioner's Office deals with concerns and complaints relating to data protection and freedom of information legislation.