

## Privacy Notice: How we use Pupil Information at The Lakes School

### The categories of pupil information that we collect, process, hold and share 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 reports, feedback, test data and exam results)
- Relevant medical information (such as medication details, allergies, medical conditions and notes from meetings/GPs/other health care professionals)
- Special Educational Needs information (such as Education and Health Care Plans (EHCPs), Individual Education Plans (IEPs) and notes from review meetings and professional assessments)
- Exclusion and behaviour information
- Post 16 learning information and destination data

### Why we collect and use this information

We use the pupil data:

- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care;
- To assess the quality of our services;
- To comply with the law regarding data sharing

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

We collect and use pupil information for general purposes under paragraphs 9.1c and 9.2g of the UK General Data Protection Regulations policy which complies with Articles 6 and 9 of the UK GDPR.

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. We may also receive information about pupils from other organisations such as their previous school, local authority and/or Department for Education (DfE).

### Storing pupil data

The length of time we hold pupil information is set out in our Records Management policy.

### Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us;
- Westmorland and Furness Council;
- The Department for Education (DfE);
- other public services that have a lawful right to collect pupil information;
- third parties as listed in Appendix 6 of the UK GDPR policy

## Why we share pupil information

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

We share pupil information with the DfE on a statutory basis. This information 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 DfE (for example; via the school census) go to:

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

## Youth support services

### Pupils aged 13+

Once our pupils reach the age of 13 we will also pass pupil information to Inspira as they have responsibilities in relation to the education of 13-19 year olds under section 507B of the Education Act 1996 and The Education and Schools Act 2008. 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 on to Inspira by informing the Head teacher's PA. This right is transferred to the pupil once they are 16.

### Pupils aged 16+

We will also share certain information about pupils aged 16+ with Inspira as they have responsibilities in relation to the education of 13-19 year olds under section 507B of the Education Act 1996 and The Education and Schools Act 2008. 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 Westmorland and Furness Council's website:

[Welcome to Westmorland and Furness | Westmorland and Furness Council](#)

## 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. 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:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to an 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.

For more information about the DfE's data sharing process go to:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided pupil information (and for which project) go to:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE go to:

<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 their personal information. To make a request for your personal information, or be given access to your child's educational record, contact the Head teacher's PA.

You also have the right to:

- object to processing of personal information 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 information, 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:

Mr G France

Data Protection Officer

015394 40810