

Privacy Notice for Students and Their Families

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Privacy notice – how the school uses student information

School Values

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian vision:

- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

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 student number, contact details, and address)
- **characteristics** – e.g., ethnicity, language, and eligibility for free school meals
- **safeguarding information** – e.g., court orders, and professional involvement
- **special educational needs or disabilities (SEND) information** – including the needs and ranking
- **medical and administration** – e.g., doctors' information, general health, dental health, allergies, medication, and dietary requirements
- **attendance** – e.g., sessions attended, number of absences, reasons for absence, and any previous school 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 and activities information** – this include information about your health, family contacts, and allergies.

This list is not exhaustive – to access the current list of categories of information the school processes, please ask the Assitant Headteacher, Facilities and Resouces and Vocational Education to access the school's Data Asset Register.

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use date. Here are the reasons we collect your information:

- to support student learning
- to monitor and report on student attainment and progress
- to provide appropriate pastoral care
- to work with agencies supporting student safeguarding
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide support for students with special learning needs or disabilities
- to comply with all statutory data returns to the Department for Education (DfE) and their partner organisations
- to qualify if the child is eligible to funding and to calculate funding
- to provide data to the local authority (LA) as required by statute or by current contracts, service level agreements or data sharing agreements with the LA
- to inform the next educational providers and/or employers of relevant student performance and contextual information

Under the UK General Data Protection Regulation (UK GDPR), Article 6, the lawful basis/bases we rely on for processing student information are:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- processing is necessary for compliance with a legal obligation to which the controller is subject
- processing is necessary in order to protect the vital interests of the data subject or of another natural person
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

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
- data collection forms

Student data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, 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 for the set amount of time shown in the school's Records Management Policy, which can be found on the school website.

For more information about how we securely store your information, please see the school's Cyber Response and Recovery Plan. Please ask the Assistant Headteacher, Facilities and Resources to access it.

Who we share your information with?

We routinely share your information with:

- schools that the students attend after leaving us
- our LA
- the DfE
- Youth support services
- providers of alternative educational provision
- the school federation, academy chain, Multi Academy Trust
- school health nurse team
- local health trust and their commissioned health services

Why we share your information?

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

Youth Support services

Once our students reach the age of 13, we also pass student information to our 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

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

We securely transfer information to the youth support services via the following method:

- by using Move-IT, a secure managed file transfer software that is supported by the DfE.

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

The youth support services keep this information in line with their own rules: this can be found at the Sandwell website, <https://www.sandwell.gov.uk/>.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about our students 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 Students) (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, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon numbers of students and their characteristics in each school
- informs 'short-term' education policy monitoring and school accountability and intervention
- supports 'longer-term' research and monitoring of educational policy, e.g., how certain subject choices go on to affect education or earnings beyond school

To find out more about the data collection requirements placed on us by the DfE, e.g., via the school census, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about students in England goes to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about students 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 for statistical purposes, and it is securely collected from a range of sources including schools, local authorities, and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-student-database-npd-privacy-notice/national-student-database-npd-privacy-notice>.

Sharing by the DfE

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

- schools
- LAs
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- 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.

For more information about how the DfE collects and shares student 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/dfe-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 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 and/or 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

If you want to request access to the personal information we hold about you, please contact our data protection officer (DPO) Chenille Tennant, Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with us in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 30th September 2024.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Chenille Tennant on 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://st-michaels.sandwell.sch.uk/>, the GOV.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) , or download our Data Protection Policy and Records Management Policy from <https://st-michaels.sandwell.sch.uk/gdpr/>.