

## *Reigate School*

### **PRIVACY NOTICE**

Information about Children in Schools, Alternative Provision,  
Pupil Referral Units and Children in Early Years Settings

#### **The categories of pupil information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as national curriculum assessment results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

#### **We may share children's information with third parties for the purposes of:**

- supporting children's learning
- monitoring and reporting on child attainment progress
- providing appropriate pastoral care
- assessing the quality of our services
- keeping children safe (food allergies, or emergency contact details)
- meeting the statutory duties placed upon us for DfE data collections

The information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. The Learning Records Service will give us children's unique Learning Numbers (ULN) and may also give us details about children's learning or qualifications.

**We routinely share pupil information with:** schools where children attend after leaving us; our local authority; youth support services (children aged 13+); the Department for Education (DfE).

**Collecting children's information:** We collect children's information via admission forms when the child starts school and via secure file transfers from previous schools. Pupil data is essential for the school's operational use. Whilst the majority of children's 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 information to us or if you have a choice in this.

**Storing pupil data:** We hold pupil data securely in centrally managed databases via Capita SIMS software (Management Information System) and within our own systems. Data is protected with usernames, passwords and permission level access.

**Youth support services (children aged 13+):** Once our children reach the age of 13, the law requires us to pass on certain information to Surrey County Council Youth Support Services who have responsibilities in relation to the education or training of 13-19 year olds. 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. A parent, carer or guardian can request that **only** their child's name, address and date of birth be passed to Surrey County Council Youth Support Services by informing the Head of 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 the local authority website <http://www.surreycc.gov.uk/>

**Department for Education:** The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children with the DfE either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current Government's security policy framework <https://www.gov.uk/government/publications/security-policy-framework>

**How Government uses your data:**

The pupil data that we lawfully share with the DfE through data collections

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

**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):** 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 as 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>

The Department may share information about our children 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 and 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.

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

**Requesting access to your personal data:**

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information or for access to your child's educational record, please contact the school in writing.

**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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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

**Reigate School's Data Protection Officer (DPO)** is Mrs Becky Tufo who can be contacted at the school by email [sbm@reigate-school.surrey.sch.uk](mailto:sbm@reigate-school.surrey.sch.uk)

