

Privacy Notice – Kite Ridge School (How we use children and young person’s information)

Introduction:

Kite Ridge School collects data and information about our pupils and parents / carers so that we can run effectively as a school. We are a Secondary, local authority, special educational needs school and the data controller for the data we process on pupils attending our school.

This privacy notice explains how and why we collect pupil and parent / carer data, what we do with it and what rights parents and pupils have.

If you would like to discuss anything in this privacy notice, please contact our Administrative Assistant (details below) or our Data Protection Officer at nicola@schoolsdp.com.

Our contact details

Kite Ridge School
Verney Avenue
High Wycombe
Bucks
HP12 3NE

The categories of this 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
- Relevant medical information
- SEN information
- Behavioural information
- Past education paperwork

For Children in Need/Looked After Children we also collect the following data:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

We use children and young person’s data to:

- enable us to carry out specific functions for which we are responsible
- derive statistics which inform decisions such as the funding of schools

- assess performance and to set targets for schools
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to comply with the law regarding data sharing
- ensure pupils are being safeguarded
- evaluate and improve our policies on children's social care

The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- we need to comply with a legal obligation, e.g. DfE data returns
- we need to meet our public task of keeping pupils safe
- we have obtained consent to use it in a certain way
- we have a legitimate interest
- we need to protect pupils' vital interests (or someone else's interests)

Some pupil information requires extra protection as it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data. We do also hold information due to safeguarding, particularly with 'Looked After' children and where there is any concerns

If we are processing special category data, our lawful bases will also include one of the following:

- we have explicit consent
- to meet our obligations as a controller or those of data subjects
- to meet our public interest task of keeping pupils safe.

Collecting this information

Whilst the majority of children and young person's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

It is a legal obligation for us to keep students information until their 25th birthday. We, however, keep our students details until their 31st birthday in line with the Limitation Act which is 6 years. Please see our schools retention schedule for more information.

Who we share this information with

We routinely share children and young person's information with:

- the Department for Education (DfE) - on a statutory basis under section 3 and 4 of The Education (Information About Individual Pupils) (England) Regulations 2013. We also share data under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and

under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

- youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds
- the NHS – most pupils have ongoing medical conditions and are under various consultants and services. We share information with these services to ensure effective treatment.
- social care – most pupils have a designated social worker to aid them and their family. We have ongoing communication with social care for care and safeguarding reasons.
- schools that the pupils attend after leaving us – to ensure a smooth transition which allows the pupil to receive the best possible support

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

Education and training

Kite Ridge School holds information about young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special educational need or disability). Under parts 1 and 2 of the Education and Skills Act 2008, education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to support these provisions.

Youth support services and pupils aged 13+

Once our pupils reach the age of 13, we pass their contact details to the 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 enables them to provide of youth support service and careers advice.

A parent / guardian can request that **only** their child's name, address and date of birth be passed to their provider of youth support services by informing us Kite Ridge. This right is transferred to the child/pupil once he/she reaches the age of 16.

Pupils aged 16+

We will also share relevant information about pupils not in education, training or employment (such as their contact details) aged 16+ with the 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 enables them to provide the following services:

- post-16 education and training
- youth support services
- careers advice

For more information about services for young people, please visit your local authority website.

Why we share this information

We share children and young person's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We do not share information about children and young people without consent unless the law and our policies allow us to do so.

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.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The legislation that requires 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 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 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 DfE: <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 information about them that we hold. To make a request for your personal information, or be given access to your child's educational record held by Kite Ridge School, please contact Amy Harrison, Admin Assistant.

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/>

Further information

If you would like further information about this privacy notice, please contact Amy Harrison, Admin Assistant

aharrison@kiteridge.bucks.sch.uk

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