



**QUEEN EMMA'S  
PRIMARY SCHOOL**  
BELONGING, BEING AND BECOMING

# Policies and Procedures

## Privacy Notice

Information for Office:	
Policy Author:	Data Protection Officer: N Stretton
Review Date	April 2024
Review frequency:	Annually
Next review date:	April 2025
Approved by:	The MILL Executive

## **The categories of student information that we collect, 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 target/predicted grades and Fischer Family Trust estimated grades)
- Medical Information (such as medical conditions and vaccinations)
- Special Educational Needs Information (such as reviews and outcomes, assessments, exam access, educational psychologist reports)
- Behaviour and Exclusion Information (such as behaviour and achievement incidents, exclusion data including appeals and outcomes)
- Post-16 Learning Information (such as courses being studied, examination grades and destinations for leavers)
- Student and curricular records
- Safeguarding information
- CCTV images captured in school and photographs
- Biometric data

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

## **Why we collect and use this information**

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to protect staff and student welfare
- to administer admissions waiting lists
- to carry out research
- for premises security
- for processing payments

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

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting student Information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations and Data Protection Act 2018, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### **Storing student data**

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. [The Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about students.

### **Who we share student information with**

We routinely share student information with:

- schools that the student attends after leaving us
- our local authority (including LCSS)
- the Department for Education (DfE)
- The Mill Multi-Academy Trust
- School Health Team
- Local Police Liaison Officers
- The student's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations and auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations

- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## Why we share student information

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students 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 Department for Education (for example; via the school census) go to

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

## Youth support services

### Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or 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 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 to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

### Students aged 16+

We will also share certain information about students aged 16+ with our local authority and/or 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 services as follows:

- post-16 education and training providers
- youth support services

- careers advisers

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

### Parents and students' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided their consent to their parents accessing their data. Unless there are exceptional circumstances, parents will not be given access to the data of students aged 13 and over, without their child having given their consent.

If a subject access request is made, and if we do hold information about the person making the request, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please refer to the Data Protection Policy on the school website and contact the Data Protection Officer. Policies can be found here:

<https://www.queen-emmas.oxon.sch.uk/1302/statutory-information/category/24/policies-and-procedures>

### Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please refer to the Data Protection policy on the school website and contact the Data Protection Officer. Policies can be found here:

<https://www.queen-emmas.oxon.sch.uk/1302/statutory-information/category/24/policies-and-procedures>

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer of the school office.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Miss Nichola Stretton, Data Protection Officer

Contact Details: [info@millacademy.co.uk](mailto:info@millacademy.co.uk) or 01993 848150

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

# Belonging Being Becoming

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