

## **Privacy Notice (How we use student information)**

Katharine Lady Berkeley's School is the Data Controller and is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR) 25 May 2018. Katharine Lady Berkeley's School has a Data Protection Officer who can be contacted through Gloucestershire County Council School's Data Protection Team.

### ***The categories of student information that we collect, hold and share include:***

- Personal information (for example: unique student number and address)
- Characteristics (for example: ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (for example: sessions attended, number of absences, absence reasons)
- Behaviour attainment information (to monitor the progress and engagement of students)
- Medical conditions (to keep individuals safe and plan for their needs)
- Biometric data (catering)
- Post 16 learning information

### ***Why do we collect and use student information?***

We use the student data to:

- support student learning
- monitor and report on student progress
- assess the quality of our services
- comply with the law regarding data sharing
- safeguard and promote the welfare of students
- contact parents and keep them informed
- communicate information about our school on the school website

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

Katharine Lady Berkeley's School holds the legal right to collect and use personal data relating to students and their families. We may also receive information regarding students from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 (Personal Data) and Article 9 (Special Categories) of the GDPR
- Education Act 1996
- Keeping Children Safe in Education (2016)
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

## ***Collecting student information***

While 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 Regulation, 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 hold student data for the period they attend Katharine Lady Berkeley's School and in compliance with the timescales set out in our Retention Schedule. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected.

## ***With whom do we share student information?***

We routinely share student information with:

- Further education institutions or employment where the student's attend after leaving us
- our local authority
- The Department for Education on a statutory basis
- Agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate

### ***Age 14+ qualifications***

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications.

## ***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 Students) (England) Regulations 2013.

## ***Data Collection requirements***

To find out more 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**

### **What is different about 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 / 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 / parent once he/she reaches the age 16.

### **Our 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.

### **The National Student Database (NPD)**

The NPD is owned and managed by the Department of Education and contains information about students 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.

We are required by law, to provide information about our students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to:

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

The department may share information about our students 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;
- the arrangements in place to store and handle the data.

To be granted access to student 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 student information, (and for which project), please visit the following website:

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

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

### ***Requesting access to your personal data***

Under data protection legislation, parents and students 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, contact [dpavey@klbschool.org.uk](mailto:dpavey@klbschool.org.uk)

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;
- 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, 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/>

### ***Contact:***

If you would like to discuss anything in this privacy notice, please contact,

**Gloucestershire County Council**  
**School's Data Protection Team**  
**Information Management Service**  
**Shire Hall**  
**West Gate Street**  
**Gloucester**  
**[schoolsdpog@gloucestershire.gov.uk](mailto:schoolsdpo@gloucestershire.gov.uk)**

**01452 583619**