



*Striving for Excellence*

# Cirencester Kingshill School

*Head: Christine S. Oates*

## **Pupil Data Privacy Notice (How we use pupil information)**

### **Why do we collect and use information about you?**

The General Data Protection Regulation 2018 (GDPR) is a set of rules designed to make sure people's personal data is kept safe and is not used inappropriately. We collect and use information about you, abiding by these rules, for the following reasons:

- By law we have to process your data to make sure we meet the requirements of:
  - [The Education Act 1996](#)
  - [The School Admissions Code](#)
  - [Keeping Children Safe in Education](#)
- We need to process your data to support and protect you, and make sure your best interests are looked after as a pupil at Cirencester Kingshill School

We use your data:

- to support your learning and progress
- to monitor and report on your learning and progress
- to provide appropriate support for pupils in our school – this is known as 'pastoral care'
- to assess the quality of what we do as a school to try to be the best that we can be and provide you with the best education we can
- to meet the requirements of the law regarding data sharing

**The categories of pupil information that we collect, hold and share (only with appropriate people when it is required) include:**

- Information about you - such as your name, date of birth, address and home contact details and unique pupil number
- Your personal characteristics which we need for the annual school census and to ensure you receive financial support when needed. The census is an annual survey of all pupils in the country undertaken by the Government. This survey includes data such as:
  - Ethnicity, e.g. Asian, African, White, mixed race etc
  - Language, e.g. whether English is the main language spoken at home
  - Nationality, e.g. Indian, British
  - Country of birth, e.g. France, Poland, Great Britain
  - Whether you are eligible for financial support through 'pupil premium'. Pupils are eligible for pupil premium if:
    - They are entitled to free school meals, or have been at any time in the last 6 years
    - They are in care, adopted or fostered
    - They are the children of members of the armed forces
- Attendance information (such as morning and afternoon sessions attended, the number of absences you have had and the reasons for the absence). We need to record this by law to make sure you are receiving your entitlement to an education, and to keep the Local Authority and the Department for Education informed
- Assessment information (such as Key Stage 2 results, on-going assessments throughout your time with us and GCSE results) so that we can support you in meeting your personal best
- Information about your behaviour so that we can support your welfare and help you meet your personal best



*Striving for Excellence*

# Cirencester Kingshill School

*Head: Christine S. Oates*

- Special educational needs and disabilities information, and important medical information to ensure you have the support you are entitled to and are kept safe and well

## **Collecting pupil information**

Whilst the majority of information you provide to us has to be collected by law, some of it is provided to us on a voluntary basis. In order to abide by the rules of the General Data Protection Regulation 2018, we will inform you whether you are required by law to provide certain information to us, or if you have a choice in this.

## **Storing pupil data**

Your data is held securely either on our school network or in locked filing cabinets. We restrict who can access your data so that only those people who need to can see it. We also make sure that people only have access to what they need for their job and not necessarily everything we hold about you. Access to any sensitive personal information is strictly restricted to only those who need to see it.

We keep the data and information we have about you until after your 25<sup>th</sup> birthday; we are required to do this by law. After that your data is deleted from our computer systems and any paper records we hold are destroyed. We use a company with special authorisation to destroy paper records for us.

## **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools that our pupils attend after leaving us
- Our local authority, which is Gloucestershire County Council (GCC)
- The Department for Education (DfE)
- The NHS/school nurse as applicable for your safety and wellbeing and to support national vaccination programmes
- Counsellors/Educational Psychologists as and when appropriate
- Educators and Examining Bodies
- Ofsted
- The School Auditors – Randall & Payne
- External Careers advisors
- Law enforcement agencies
- Charitable Organisations
- Our Management Information System – Capita Sims and FMS

## **Aged 14+ qualifications**

For pupils who are taking post 14 qualifications such as GCSEs, the Learning Records Service will give you your unique learner number (ULN) and may also give us details about your learning or qualifications. The Learning Records Service collect data on behalf of the Education and Skills Funding Agency for the Government.

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law requires us to, or our policies allow us to. We ask parents, or pupils when it is relevant, for consent to use specific



*Striving for Excellence*

# Cirencester Kingshill School

*Head: Christine S. Oates*

and limited data for educational or publicity purposes when we update our pupil contact forms each September/October.

We are required by law to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing is needed so that school funding can be allocated appropriately.

## **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 - What is different about pupils aged 13+?**

Once our pupils reach the age of 13 we also pass pupil 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.

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 pupil once they reach the age **16**.

## **Our pupils aged 16+**

We also share certain information about pupils aged 16+ with our local authority (Gloucestershire County Council) and the provider of youth support services (Prospects). We must do this as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

For more information about services for young people, please visit <https://youthsupportteam.co.uk/>.

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

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England and it provides important evidence on how schools are performing. This information is used to inform independent research, as well as studies the DfE asks others to conduct on their behalf. It is held in electronic format for statistical purposes and to analyse national trends. This information is securely collected from a range of sources including schools, local authorities and awarding bodies such as AQA, OCR and Eduqas who set exams and award qualifications such as GCSEs.

We must, by law, provide information about our pupils to the DfE as part of annual surveys, or data collections, these data collections are called the 'census'. Some of this information is then stored in the National Pupil Database. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



*Striving for Excellence*

# Cirencester Kingshill School

*Head: Christine S. Oates*

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 (strong) processes in place to ensure the data is kept confidential (safe and private) and there are very strict rules and controls in place regarding who can access and use the data. Decisions on whether DfE allows other people to access the data 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 obey the strict rules and terms and conditions covering the confidentiality (how it is kept private), security arrangements (how it is kept safe), retention (how long it is kept) 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 law, 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 for a parent to be given access to their child's educational record, contact School Reception or the School's Data Protection Officer.

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 (people contacting you to sell you something). *Cirencester Kingshill School does not provide data to anyone for marketing purposes.*
- Object to decisions being taken by automated means (automated means a computer programme making decisions about you based on your data without a human being involved). *Cirencester Kingshill School does not use any automated decision making systems.*



*Striving for Excellence*

---

# Cirencester Kingshill School

---

*Head: Christine S. Oates*

- 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, you should raise your concern with us in the first instance by contacting the School's Data Protection Officer 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 Mr Stuart Hastings, Data Protection Officer