



ADEYFIELD PRIVACY NOTICE

General Data Protection Regulation 2018

We, Adeyfield School, are a data controller for the purposes of the General Data Protection Regulation (GDPR). This document supports our legal duty to provide you with certain information about the way we use data.

Why do we collect and use pupil information?

Under Article 6 of the General Data Protection Regulation (GDPR), we collect and use information because we are legally required to collect some information about pupils and staff and we need to process this information due to our **legal obligation** (6,c) or as a requirement for a **public task** (6,e).to provide an education to our pupils. This includes sharing information with exam boards, other schools and the Department of Education (DfE) where necessary. Our operation necessitates the use of **contracts** (6,b) including home-school contracts and contracts with staff and suppliers. In addition, due to our safeguarding responsibilities, we also collect information for the reason of **vital interest** (6,d) where the processing is necessary to protect someone's life, which includes CCTV footage. Under Article 9 (g) of the Regulation we collect and use special categories of personal data that are necessary for reasons of substantial public interest.

Under Article 6 and Article 9 of GDPR, where the above lawful bases do not allow us to collect essential personal information, such as for biometrics, we will use **consent** (6,a).

We may receive information about them from their previous school, the Department for Education (DfE) and Hertfordshire County Council & Herts for Learning. We hold this personal data to:

- support the learning in our school
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services
- keep our students and staff safe
- comply with the law regarding data sharing

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

Personal details (such as name, Unique Pupil Number and address), national curriculum assessment results, attendance information (such as sessions attended, number of absences and absence reasons), any exclusion information, where they go after they leave us, personal characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility), any special educational needs they may have as well as relevant medical information. CCTV is used for safeguarding purposes. Sensitive personal information may also be processed for safeguarding purposes (on the Legal Basis of **Vital interest**) at any time. In the case of Biometric data, we will obtain **Consent**.

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing data

An annual sweep of the school network will be used to ensure that data is removed from general access where appropriate.

Data is backed up onsite daily. Data held in financial software (excludes student data) is held remotely in 'the cloud' with GDPR compliant companies. We maintain a supplier compliance log to ensure that our suppliers are compliant and effectively safeguard your data.

Please refer to the school eSafety Policy regarding the creation and use of images/sound and video.

Data Retention

We hold student data for up to two years after they leave us, where information has been passed to another school, unless we are required by law to hold it for a longer period (SEN information for example). We hold all other student data until they reach 25 years of age. Data will be securely deleted in the academic year of their 25th birthday.

Who do we share information with?

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to.

Where our school is involved in collaborative delivery with other schools and learning providers, student information may also be shared to aid the preparation of learning plans and the use of data to achieve the objectives identified above or with schools that the student attends after leaving us. We need to share information, on occasion with (but not limited to) Virtual Schools, Education Psychologist, transfer schools, Social Services Assessment Team, Children's Services, school governors/trustees, local authority support services including the police and courts as instructed, and other health related assessment teams including disability allowance. We are required, by law, to share some information with the Department for Education (DfE). This information will, in turn, then be made available for the use by the Local Authority. Additionally, the curriculum may require the use of third party web-based learning platforms, if GDPR compliant.

Why we share information

We are required to share information about our pupils with the (DfE) under regulation 4 and 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Whilst we share information as an ongoing school management requirement, which would include non-standard operational activity such as promoting the school and complaints/legal proceedings as required, we do not share information about our pupils with anyone 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](https://www.gov.uk/data-protection-how-we-collect-and-share-research-data).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.hertsdirect.org/services/edlearn/privschr/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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)

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The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

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

Youth support services

At 13 years of age, 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.

This enables them to provide youth support services and careers advisers.

The information shared is limited to pupil name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age 16.

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

Requesting access to personal data

Under data protection legislation, parents and students (13+) 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 the school office or email the Data Protection Officer: dpo@adeyfield.herts.sch.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 purposes 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
- **withdraw any consent** that you have provided*

* Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Cookies

Our website uses Cookies to track visits to our website but we do not use it to identify you or for marketing purposes. You do not have to use our website as the information can be provided to you by the school office at your request.

Concerns

We understand that there are penalties for inadequately protecting your data or for non-compliance with the GDPR. If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>, on 0303 123 1113 or via email by visiting <https://ico.org.uk/global/contact-us/email/>

Contact

If a student (13+) wishes to access their personal data, or parent wishes to do so on their behalf, please contact the relevant organisation:

- Adeyfield School, Longlands, Hemel Hempstead, HP2 4DE
Adeyfield Data Protection Officer: dpo@adeyfield.herts.sch.uk
- LA's Data Protection Office: Information Governance Unit, Room C1, County Hall, Pegs Lane, Hertford, SG13 8DQ, email: dataprotection@hertscc.gov.uk
- QCA's Data Protection Officer: 83 Piccadilly, London, W1J 8QA
- DfE's Data Protection Office Caxton House, Tothill St, London, SW1H 9NA
- Ofsted Data Protection Office: Alexandra House, 33 Kingsway, London, WC2B 6SE

Policy Review – GDPR

This policy will be reviewed in full by the Governing Body every two years. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

The policy was last reviewed and agreed by the Resources Committee and the Governing Body on <<DATE>>

Signature
Headteacher

Date

Signature
Chair of Governors

Date