

# PRIVACY NOTICE

STUDENTS/PARENTS/CARERS

JUNE 2018

ASPIRE  
ACADEMY  
BEXLEY



ENDEAVOUR  
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HORIZONS  
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## WHY DO WE COLLECT AND USE STUDENT INFORMATION

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

- 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 support you to decide what to do after you leave school and post statutory support (until 18 years

## CATEGORIES OF STUDENT INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

- Personal information (such as name, unique student number and contact details)
- 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)
- Safeguarding including external agency involvement
- National curriculum assessment results
- Special Educational Needs information
- Relevant medical information

## 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 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 INFORMATION

All New Horizons Schools keep information about you on computer systems and also sometimes on paper.

Both our secondary Academies hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed. Our Primary Academy and Primary element of Horizons Academy hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so for example via Police request or following as part of social care assessment.

## WHO DO WE SHARE STUDENT INFORMATION WITH?

We routinely share student information with:

- schools or colleges that the students attend after leaving us
- our local authority (Bexley Local Authority) or feeder local Authorities and their commissioned providers of local authority services
- the Department for Education (DfE)
- Childs Social Care, Early Intervention and Education Welfare Service
- Youth Offending Service
- Police
- Community Mental Health Service and all related mental health support services
- Prospects, who are the designated agency for Bexley SEN to support EHCP Moving On and Transition Plans

## 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.

Academies are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013 and Pupil Referral Units are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to:

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

## OUR STUDENTS WHO AGED 16-18 YEARS (POST STATUTORY)

We will also share certain information about students who completed their year 11 education with us and will continue to be support voluntarily until the age of 18 by the Careers and Transition staff. This is in relation to the education, training, employment with training you may be undertaking after leaving school and whether you are NEET (not in Education, Employment or Training).

When the Information Sharing Consent Form is signed by the student (and parent if applicable) during Year 11, information including Education Health Care Plans may be shared with post statutory placements and relevant agencies/providers in order to maintain wellbeing, educational support and post statutory placements. They may also be shared 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.

Bexley Local Authority has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). Therefore we may share information with Bexley Local Authority with the purpose of assisting the planning of education and training for young people and the support services they require within the local area. Some of this information is then shared with the DfE who use the information to plan at a national level.

This enables them to plan and provide services as follows:

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

For more information about services for young people, please go to:

<http://www.kent.gov.uk/education-and-children/young-people>

## THE NATIONAL STUDENT DATABASE (NPD)

The NPD is owned and managed by the Department for 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 student 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>.

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: and
- 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>

## 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 the Head of School in your students respective school who will respond formally within 5 days.

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, 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 any matter relating to the policy or information sharing by a New Horizons School or how they use your information, please contact:

Jon Hanson

Network and MIS Manager

[gdpr@newhorizonsfederation.org.uk](mailto:gdpr@newhorizonsfederation.org.uk)

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

## FURTHER READING

<https://ico.org.uk/media/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control-1-0.pdf>

## DOCUMENT REVISION

| Date     | Who       | Description |
|----------|-----------|-------------|
| May 2018 | JB        | Reviewed    |
| Jun 2018 | Governors | Approved    |