



Dyson Perrins Church of England Academy

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Headteacher: Mr M Gunston

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number, address and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information including grades, targets, levels and progress
- Relevant medical information (such as GP information, child health, allergies/medical condition, medication and dietary requirements)
- Special Educational Needs information
- Information on behaviour (including exclusion and any relevant alternative provision put in place)
- Post 16 information (courses enrolled for and any relevant results)

This list is not exhaustive.

Why we collect and use this information

We collect and use the pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to support a young person in their transition to a post-16 provider of education or training
- to assess the quality of our services
- to keep children safe (allergies/medical conditions and/or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases on which we rely for processing pupil information are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR)

How we collect pupil information

We collect pupil information via registration forms and Common Transfer Files (CTFs).

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with Data Protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us.

How we store pupil data

We hold pupil data securely according to the guidance issued by the Information & Records Management Society (www.irms.org.uk).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS / School Nurse
- professional school photography company
- school rewards system (such as Epraise)
- Youth Support Services (pupils aged 13+)
- School Gateway
- Duke of Edinburgh's Award Scheme

Why we regularly share pupil information

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

We share pupils' 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Youth support services 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.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's 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 child once they reach the age 16.

Data is securely transferred to the youth support service via the Worcestershire County Council Children's Services Portal.

Pupils aged 16+

We will also share certain information about pupils 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

Data is securely transferred to the youth support service via the Worcestershire County Council Children's Services Portal.

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, 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 be given access to your child's educational record, contact the Office Manager.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 the Office Manager.

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 on 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)

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-school>

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 crime 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>

APPENDIX 1 - CCTV Policy

Policy statement

The Dyson Perrins Church of England Academy (the Academy) uses Close Circuit Television (“CCTV”) within its premises. The purpose of this policy is to set out the position of the Academy as to the management, operation and use of the CCTV at the Academy.

This policy applies to all members of staff, visitors to the Academy premises and all other persons whose images may be captured by the CCTV system.

This policy takes account of all applicable legislation and guidance, including:

- The General Data Protection Regulation (“GDPR”) [Data Protection Act 2018] (together the Data Protection Legislation)
- CCTV Code of Practice produced by the Information Commissioner
- Human Rights Act 1998

The CCTV system and the privacy impact assessment relating to it will be reviewed annually.

Purpose of CCTV

The Academy uses CCTV for the following purposes:

- To provide a safe and secure environment for students, staff and visitors
- To prevent the loss of or damage to Academy buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

Description of system

The Academy site uses fixed cameras. Cameras are not equipped for sound recording.

All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be sited in prominent positions where they are clearly visible to staff, students and visitors. Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Academy will make all reasonable efforts to ensure that areas outside of the Academy premises are not recorded.

Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

Cameras will not be sited in areas where individual have a heightened expectation of privacy, such as changing rooms or toilets.

Management and Access

The CCTV system will be managed by the Business Manager. On a day to day basis the CCTV system will be operated by staff in the Academy with delegated authority as appropriate.

The viewing of live CCTV images and recorded images will be restricted to members of staff in Academy offices with authority to view images as outlined above.

No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.

Storage and Retention of Images

Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded. Recorded images are stored only for a period of seven days unless there is a specific purpose for which they are required to be retained for a longer period.

The Academy will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. These include:

- CCTV recording systems being located in restricted access areas; and
- The CCTV system being encrypted/password protected

Disclosure of Images to Data Subjects

Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images.

Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the Academy's Subject Access Request Policy.

In order to locate the images on the Academy's system, sufficient detail must be provided by the data subject in order to allow the relevant images to be located and the data subject to be identified.

Where the Academy is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or if it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

Disclosure of Images to Third Parties

A request for images made by a third party should be made in writing to the Business Manager.

In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation.

Such disclosures will be made at the discretion of the Business Manager, with reference to relevant legislation.