

Privacy Notice – How we use pupil and student information



We at Ickburgh School, are the data controllers for pupils and students who attend here. The school discharges its duties as a provider of teaching, supporting learning, and better safeguarding the interests of all its learners when in its care. The school will collect information about its learners from parents / carers or receive information from learner's previous schools. If learners or their parents have queries about this Privacy Notice please contact our Data Protection Officer.

The role of **Data Protection Officer** is held by the School Business Manager Barbara Fincham who can be contacted on bfincham@ickburgh.hackney.sch.uk . It is the responsibility of the Data Protection Officer to oversee and monitor the school's data processing practices.

The Data Controller has the responsibility for the strategic overview of this school's data processes. The **Data Controller** is Joe Sieber (Headteacher), who can be contacted on jsieber@ickburgh.hackney.sch.uk.

The **School's Data Protection Leads** are Helen Petchey – School workforce, this individual can be contacted on pa@ickburgh.hackney.sch.uk and Serap Ciftci – Pupils and Students, this individual can be contacted on sciftci@ickburgh.hackney.sch.uk

Where necessary, **third parties** may be responsible for processing pupil and student personal information. Where this is required, the school has put in place checks regarding data protection requirements on third party processors. This ensures that data is processed in line with pupil and student privacy rights.

The categories of pupil/student data the school collects, holds and shares include:

Personal information (such as name, date of birth, home address and telephone number, passport, birth certificate, UPN - unique pupil number, ULN – unique learner number)

- Parent/Carer information (such as name, contact telephone numbers, email address, national insurance number (for FSM application), first language.
- Safeguarding information (such as court orders, professional involvement and contact with non-resident parents).
- Characteristics (such as gender, age, ethnicity, nationality, home language, religion, EAL English as an additional language, FSM free school meal entitlement, mode of travel).
- Special Educational Needs information (EHCP – Education Health Care Plan or Statement of Educational Needs).
- Information about physical/mental health.
- Attendance information (such as reason for absence, number of absences, sessions attended).
- School History (Provided by any previous schools attended).
- Medical information (such as GP information, allergies, medication, dietary requirements (Halal, Vegan etc.), diabetes, asthma, epilepsy).
- Information about behaviour, such as details of exclusions or any relevant alternative provision put in place.
- Information about assessments and attainment (such as key stage 1 and phonics results).
- Additional information includes annual reviews, annual reports, photographs, permission for offsite visits, use of photographs and swimming.
- Post 14 and 16 learning information (ASDAN).

Why we collect and use this data

We use pupil and student data:

- To provide pupils with an education and support pupil and student learning.
- To monitor and report on pupil and student progress.
- To allocate the correct teaching resources and assess the quality of teaching in the school.
- To provide appropriate pastoral care.
- To ensure the safety of pupils whilst in our care (food allergies, emergency contact details etc.).
- To protect children from harm.
- To comply with the law regarding data sharing.
- To notify families of pupils of any news and important information about the school.
- To support integrated health, social care, and education services.

The lawful basis on which we use this data

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

- Legal obligation
- Public task
- Vital interests
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These lawful bases for data processing that are necessary for our school to function are specified in **Article 6** of the GDPR (<https://gdpr-info.eu/art-6-gdpr/>)

In addition, the lawful bases for any processing activities concerning special category data are:

- Compliance with employment and social security law
- Vital interests of the data subject
- Substantial public interest

These lawful bases are listed as conditions of GDPR – **Article 9** (<https://gdpr-info.eu/art-9-gdpr/>).

The majority of this data processing will relate to substantial public interest tasks for statutory and government purposes, as described in Part 2 of Schedule 1 of the Data Protection Act 2018 (<https://publications.parliament.uk/pa/bills/cbill/2017-2019/0153/18153.pdf>) as 'necessary for the exercise of a function conferred on a person by enactment or the exercise of a function of the Crown, a Minister or a government department'.

Collecting pupil data

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we receive a secure file containing relevant information.

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

Storing pupil/student data

We hold records of pupil and student data for the statutory length of time, until the pupil or student is twenty five years old and from guidance issued by the Hackney Learning Trust.

Who we share this information with

The only people who have access to your personal information are staff, and visiting education, health or social care professionals linked with Ickburgh School whom require access in order to carry out their duties as professionals.

We will not pass your personal data to any third parties for marketing, sales or any other commercial purposes. We will not transfer your data outside of the European Economic Area.

Depending on the purpose for which we originally obtained your personal data and the use to which it is to be put, it may be shared with other organisations. For example, we routinely share pupil information with the following organisations:

- Our local authority (The London Borough of Hackney)
- Hackney Learning Trust
- The Department for Education (DfE)
- Learner Records Services
- Any school or College that a pupil/student attends after leaving Ickburgh School.

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The London Borough of Hackney/ Hackney Learning Trust uses data collected from schools to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. To find out more about how The London Borough of Hackney process personal data it collects from schools, go to <https://www.learningtrust.co.uk/content/privacy-policy>

We share pupils' data with the Department for Education (DfE) on a statutory basis. All data is transferred and held securely by the DfE.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 (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)

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>.

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>.

Your rights with regard to your personal data

You have the right to:

- Parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child's educational record, please contact our School Business Manager.
- Withdraw consent you have given for the school to process personal information you have provided it (where personal data is processed on the basis of consent you have given for the same).
- 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 (where appropriate).
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- have personal data provided in a portable media (where personal data is processed on the basis of the consent you have given for the same).



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Who to contact if you have any concerns about how we use your personal data

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;

**School Business Manager
Ickburgh School
Kenworthy Road
Hackney
E9 5RB**

Tel: 020 8806 4536

Or directly to the Information Commissioner's Office at;
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
ICO helpline: **0303 123 1113**
Email: <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please email: J Sieber at jsieber@icvkburgh.hackney.sch.uk.