NEWMAN RC COLLEGE
Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils who attend our school.

We, Newman College, Broadway, Oldham OL9 9QY, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Justin Hardy (Oldham MBC).

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- admissions (such as date entered on roll, appeal information)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 2 results, GCSE results, post 16 courses enrolled for)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- identity management/authentication (such as photograph, biometric information)
- catering and free school meal management (such as meal choices, free school meal take up)
- trips and activities (such as attendance on trips, consent)
- CCTV images captured in school
- Images captured during teaching and learning, to inform teacher training and development
- Footage captured outside school on the highway to protect student and staff road safety (via body camera)

This list is not exhaustive, to access the current list of categories of information we process please see www.newmanrc.oldham.sch.uk/information/policies

Covid-19

We may seek to collect, process and share your personal data in response to the recent outbreak of Coronavirus, which is above and beyond what would ordinarily be done so, about our staff, their dependents and the general public, to ensure their safety and wellbeing.

The legislative framework supporting data sharing relating to the management of the COVID19 pandemic is the notice under regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 and it is in the interests of public health that we share information where necessary for the purpose of COVID19 management. Such information will be limited to what is legal, proportionate and necessary, taking into account of the latest guidance issued by the Government and health professionals"

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

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

1. to support pupil learning
2. to monitor and report on pupil attainment progress
3. to provide appropriate pastoral care
4. to assess the quality of our services
5. to keep children safe (food allergies, or emergency contact details)
6. to meet the statutory duties placed upon us for DfE data collections

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

- for the purposes of 1-5 above, where we need to perform an official task in the public interest
- for the purposes of 6 above, where we need to comply with a legal obligation

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year, from secure file transfer from previous schools, and child protection plans.

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 the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit IRMS Schools Toolkit - Information and Records Management Society

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- colleges/post 16 provision that pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- school nurse (NHS)
- examination awarding bodies

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.

Schools that pupils attend after leaving us

To enable the school to continue the pupil's education, eg attainment and attendance data.

Our Local Authority

To meet our legal obligations we have to share certain pupil information with the Local Authority, eg safeguarding information, admissions and exclusions.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass on certain information about them to Oldham Council, and/or providers of Youth Support Services, as they have responsibilities regarding the education or training of 13-19 year-olds under Section 507B of the Education Act 1996.

This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

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 section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by 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.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

School Nurse/Health Authorities

We will share information about pupils to enable/safeguard the health of pupils, facilitate vaccinations, etc.

Examination Awarding Bodies

We will share information such as name, date of birth, in order to enter pupils for examinations and access their results.

Requesting access to your personal data

Under GDPR, 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:
Mrs J Ward, Headteacher's PA, Newman College, Broadway, Oldham OL9 9QY.

Depending on the lawful basis above, you may 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/

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting:

Mrs J Ward, Headteacher's PA, Newman College, Broadway, Oldham OL9 9QY

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 1 September 2021.

Contact
If you would like to discuss anything in this privacy notice, please contact:
Mrs J Ward
Headteacher's PA
Newman College
Broadway
Oldham
OL9 9QY
Tel: 0161 785 8858
Email: sar@newmanrc.oldham.sch.uk

Re-Issued: May 2022
This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

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)

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/datacollection-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 Apply for Department for Education (DfE) personal data - GOV.UK (www.gov.uk)

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

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

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