

Privacy Notice Full Text Version September 2016

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Introduction

This Full Text Version of the Privacy Notice gives additional information to the Privacy Notice Summary sent by schools in the September of each year and provides further information about the processing of pupils' personal data by the other organisations mentioned in that notice.

The Full text

The Federation of Aylestone Business and Enterprise College, Broadlands Primary School and Withington Primary School, processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998.

It processes this data to:

- Support its pupils' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing.
- Support a young person in their transition to a post 16 provider of education or training

This data includes contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities (LA's), local school partners, the Department for Education (DfE), and to agencies that are prescribed in law, such as Ofsted, the Education Funding Agency, the Department of Health (DH), that require access to data for the Learner Records Service. All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

The **Local Authority (LA)** uses information to enable it to carry out specific functions for which it is responsible, such as the safeguarding of children, the assessment of any special educational needs a child may have and monitoring destinations post 1 for all children. Information may also be passed to Early Help Providers commissioned on behalf of the Local Authority (LA) to carry out the specific functions mentioned above.

The school will share its data with partner organisations to assist in providing children and young people with the best start in life and to provide information that will assist in informing good choices through transition to adulthood.

Pre 16 alternative provision

If your child undertakes studies with an off-site provider, under the Data Protection Act it is necessary to obtain your permission, and the permission of your son/daughter, if vital personal information is to be shared with other agencies providing learning experiences for students i.e. other Schools, Colleges, Training Providers and Employers.

This is necessary in order that the health and safety of the young student is protected. It will also ensure that student personal and educational needs are catered for as far as possible.

The principles of Data Protection state that data must be stored safely, can only be used lawfully, and can only be kept for the purpose and time span of the learning programme.

Information kept on file would be the same as that which is usually kept by a normal school such as name and address, emergency contact number, essential medical information, information about assessment of educational abilities and behaviour where this might lead to risk of accident to the student or Learning Provider employees.

In exceptional circumstances, where data is of a sensitive nature, but essential to safeguard the interests of the student, your permission to pass on such data will be sought separately.

You should be aware that, in the absence of this permission, your child will not be able to access alternative provision

Supporting post 16 progression

The school will share demographics and personal characteristics of a young person with post 16 providers who are a progression route for its learners.

The sharing of information at this stage will allow schools and post 16 providers to improve the transition at 16 and the speed and efficiency of the application process

Parents, or the pupils themselves if aged 16 or over, can opt out of this service and request that no information beyond name and address (for pupils and parents) be passed on to Post 16 providers by contacting the school.

The processing of pupils' personal data by the other organisations is outlined below:

Ofsted uses information about the progress and performance of Children to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual Children.

<https://www.gov.uk/government/organisations/ofsted>

Aviation House, 125 Kingsway, London WC2B 6SE;

Education Funding Agency

The **Education Funding Agency** uses information about Children aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes in order to evaluate and develop education policy and monitor the performance of the education service as a whole. Further information on how this data is used may be found Education Funding Agency website.

The Chief Executive of Education Funding also administers the Learning Records Service (previously known as the Managing Information Across Partners Programme) which uses a minimum set of personal data to:

- issue and maintain a Unique Learner Number (ULN) for children of 14 years and over and for those registering for post-14 qualifications
- create and offer a Personal Learning Record (PLR)
- enable advice and guidance to be offered to the learner (for example, helping to choose the right course)
- facilitate the processing of qualification awards by approved awarding organisations.

Approved organisations (including other schools) will be allowed to access the limited set of personal data. More information on the Personal Learning Record, Unique Learner Number, Learner Plan and Qualification Credit Framework is available on the Learning Records Service website. This sharing of data reduces the need for learners having to supply the same information repeatedly to different organisations and significantly reduces the risk of inaccurate information being held about them. Details of how an individual may opt-out of sharing achievement data in their

Personal Learning Record with these organisations are also available from the Learning Records Service.

<https://www.gov.uk/government/organisations/education-funding-agency>

Sanctuary Buildings, City of Westminster, London, SW1P 3BT

The Department of Health

The **Department of Health** uses anonymised information about Children's height and weight collected in primary and middle schools as part of the National Child Measurement Programme to inform, influence and improve health policy. The Department of Health also provides aggregate local-level data to the Care Quality Commission for performance assessment of the health service.

<https://www.gov.uk/government/organisations/department-of-health>

Skipton House 80 London Road London SE1 6LH;

Department for Education (DfE)

The **Department for Education (DfE)** uses information about Children for research and statistical purposes in order to inform, influence and improve education policy and to monitor the performance of the education service as a whole. **Child level information may be matched with other data sources** that DfE holds in order to model and monitor their educational progression and to provide comprehensive information back to local authorities (LAs) and learning institutions to support their day-to-day business. DfE may also use contact details from these sources to obtain samples for statistical surveys which may be carried out by research agencies working under contract to DfE. Participation in such surveys is usually voluntary. DfE may also match data from these sources to data obtained from statistical surveys.

Child level data may also be shared with other Government departments and agencies

(including the Office for National Statistics) for statistical or research purposes only. In all these cases, the matching will require that individualised data is used in the processing operation but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

DfE may also disclose individual Child information to independent researchers

Into the educational achievements of Children who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician. DfE's powers to pass data to researchers are derived from The Education (Individual Child Information) (Prescribed Persons) (England) Regulations. These regulations restrict the researchers who may receive data to 'persons conducting research into the educational achievements of Children and who require individual Child information for that purpose'.

DfE is the Data Controller for the purposes of the Data Protection Act.

Further information is available about the third party organisations to which DfE also passes Child data, as the law allows.

Children, as data subjects, have certain rights under the Data Protection Act

Including a general right of access to personal data held on them. Their parents exercise this right on their behalf if they are too young (under 12) to do so themselves. If you wish to access the personal data which DfE holds about your child, then please contact the Department:

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: www.education.gov.uk

Email: info@education.gsi.gov.uk

Telephone: 0870 000 2288