Privacy Notice – About Students (Secondary)

1. We are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, the Local Authority (LA), the Department for Education (DfE) and the Learning Records Service (LRS). We hold your personal data and use it to:
   - Support your learning.
   - Monitor and report on your progress.
   - Provide appropriate pastoral care.
   - Assess how well our school is doing.
   - Comply with the law regarding data sharing.
   - Help us to develop and improve.

2. This information includes your contact details, national curriculum assessment results, attendance information (including any exclusion details) and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the LRS and may also obtain from them details of any learning or qualifications you have undertaken.

3. We hold the majority of this information in order to fulfil our legal obligations under the Education (Pupil Information) (England) Regulations 2005. Some data is held in order to fulfil a public task, such as delivery of extra-curricular activities, and some is held on the basis of your consent such as use of photographs for publicity, participation in trips and use of biometric data within some schools for library and cashless catering purposes. Where sensitive personal data is held, this is under the category of substantial public interest in order to fulfil our official function and statutory purpose. In line with recommended data retention guidance, data collected about you will be held until you are 25 years old at which point it will be subject to secure disposal.

4. We operate CCTV which will capture images for the purpose of protecting the school buildings and assets, increasing personal safety, reducing crime and supporting the Police, and to investigate student and staff behaviour where appropriate. We also store images of students as part of our legal obligations in order to identify individuals. Where photographs are taken for other purposes, consent is sought to use the images.

5. Once you reach the age of 13, the law requires us to pass on certain information to the LA who have responsibilities in relation to the education or training of 13-19 year olds. When you reach the age of 16, we may also share certain personal data with providers of youth support services in order to secure appropriate support for you, these providers have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. More information about services for young people can be found on the LA website: https://www.lincolnshire.gov.uk/young-people

15. We may also share some information with companies who provide services on our behalf such as careers services, providers of electronic learning resources, free school meal or 16-19 vulnerable student bursary application processors, music service providers, catering providers, online payment services or cashless catering system providers. We and they will comply with the above Acts, only sharing and holding details which are relevant and necessary for the purpose identified. If you require more information, please ask for details.

6. We are required by law to pass some information about you to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database which is owned and managed by the DfE. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, visit https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information.

7. The DfE may also share information we provide to them with third parties who promote the education and wellbeing of children. This will only take place where legislation allows it to do so and it is in compliance with the above Acts. Decisions about whether the DfE releases this personal data to third parties are subject to a robust approval process and are based upon a detailed assessment of who is requesting the data, the purpose for which it is required, the level of sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

8. For more information about the DfE's data sharing process, please visit: https://www.gov.uk/data-protection-howwe-collect-and-share-research-data.
For information about which organisations the DfE has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received. To contact the DfE, please visit: https://www.gov.uk/contact-dfe

9. If you relocate to another country, at the written request of your parent/carer, we can transfer your data abroad to support you with continued education. If this happens, it will be either by secure electronic file transfer to your new school or by entrusting physical files to your parent/carer.

10. There may be some occasions when we are required to provide personal data by enforcement agencies. This could include purposes such as national security, public security and health and the detection or prosecution of criminal offenses.

11. Individuals 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.
    - Claim compensation for damages caused by a breach of the Data Protection regulations.
    - Where specific data has been collected under the basis of consent, individuals can withdraw their consent at any time.

12. Under data protection legislation, individuals have the right to request access to information we hold about them. Verification of identification will form part of this process. Provision of information is initially free of charge, however, should a request be deemed as manifestly unfounded or excessive, particularly if it is repetitive, a fee may be charged which will be representative of the administrative cost for providing the information.

13. If you have a concern about the way we are collecting or using your personal data, please raise this with us in the first instance so that we can assist you. The Trust has processes in place to deal with your queries, please use the contact details below:

Horncastle Educational Trust **dataprotection@horncastleeducationtrust.org** **01507 522465**

16. In the event of us not being able to deal with your request satisfactorily the regulatory authority for data protection is the Information Commissioner's Office. They can be contacted at https://www.ico.org.uk/concerns.