

Privacy notice for pupils

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes also 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 our pupils.

We, Fortismere School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Ms Sam Murray (see 'Contact us' below).

The categories of pupil information that we process include:

- personal information and contact details (such as name, unique pupil number, contact details and address for parents/carers)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs/disability information (such as assessments, support, care plans)
- medical information (such as doctors information, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment information (such as assessment, exam and test results)
- behaviour information (such as detentions, exclusions, alternative provision and rewards)
- biometric data to use the canteen payment system
- Photographs
- CCTV images captured in school

Why we collect and use pupil information

The School collects and uses pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We collect and use personal information relating to pupils to:

- support pupil learning
- monitor and report on pupil attainment and progress
- provide appropriate pastoral care
- provide school services
- safeguard our pupils
- assess the quality of our services
- meet the statutory duties placed upon us for DfE data collections

The legal reasons for using pupil data

We only collect and use personal information about pupils when the law allows us to. Most often, we use it where we need to:

- comply with the law
- carry out a task in the public interest (for Fortismere this is to provide education)

Sometimes, we may also use personal information about pupils where:

- pupils or their parents/carers have given consent for us to use it in a certain way
- we need to protect the pupil's vital interests (or someone else's interests)

Collecting pupil information

Whilst the majority of pupil information provided to us is mandatory, some of it is provided on a voluntary basis. When collecting data, we will make it clear at the point of collection, whether the information must be provided by law or if there is a choice in this.

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

We may also receive information about pupils from previous schools, local authorities, the Department for Education and other statutory bodies

How we store pupil information

We store pupil information securely and in line with our General Data Protection policy. We hold pupil data until the pupil reaches the age of 25.

Who we share pupil information with

We routinely share pupil information with:

- schools/educational institutions that pupils attend after leaving us
- the local authority
- the Department for Education (DfE)
- the NHS, including CAMHS
- the Police and Social Services
- our exam boards

We also share pupil information with third party organisations who we have contracted to provide services to us. Information is only shared where it is essential in order for the service to be provided. We currently share pupil information with third parties for the following purposes:

- to provide core school business services
- to run core IT and school systems
- to support teaching and learning through curriculum products

A list of the current third party organisations can be obtained from the Data Protection Officer.

Why we share pupil information

The school does not share pupil information with anyone without consent unless the law and our policies allow us to do so.

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

To find out more about the data collection requirements placed on us by the DfE see:

www.gov.uk/education/data-collection-and-censuses-for-schools

Information about pupils in schools is contained in the **National Pupil Database** which is owned and managed by the DfE. It is held in electronic format for statistical purposes and is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Information from the NPD may be shared by the DfE with other organisations who promote the education or wellbeing of children in England. The DfE has robust processes in place to ensure that the confidentiality of any information shared from the NPD is maintained. For more information about the DfE's data sharing process, see: www.gov.uk/data-protection-how-we-collect-and-share-research-data

Youth support services - once our pupils reach the age of 13, we also pass pupil information to Haringey Council and/or providers 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 information enables them to provide:

- youth support services,
- careers advice
- post-16 education and training

Parents/carers and pupils aged 16 or over can request that we only pass on the pupil's name, address and date of birth. Please contact the school's Data Protection Officer.

For more information about services for young people, please visit the Haringey website www.haringey.gov.uk

Your rights

How to access the personal information we hold about pupils

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12) or where the child has provided consent.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request, please contact our data protection officer.

Other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of your personal data if it would cause, or is causing, damage or distress
- prevent your data being used to send you direct marketing
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our data protection officer.

Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Ms Sam Murray

Email: smurray@fortismere.org.uk

Telephone: 0208 365 4400

Post: Fortismere School, Tetherdown, London N10 1NE

Date: June 2018