

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' to individuals where we are processing their personal data.

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

We, Fortismere School, are the 'data controller' for the purposes of UK 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 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 of medicines information (such as doctors information, child health, dental health, 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, test and exam results)
- behavioural information (such as suspensions, exclusions and alternative provision)
- biometric data to use the canteen payment system
- photographs
- CCTV images captured on the school site
- Post-16 learning information
- Bank account information (for sixth form students receiving bursaries only)

Why we collect and use pupil information

We collect and use pupil information under the General Data Protection Regulations (GDPR) and UK law, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care and careers and work related learning guidance
- d) to provide school services
- e) to safeguard our pupils
- f) to assess the quality of our services and to forecast and plan
- g) to carry out educational research
- h) to comply with the law on data sharing and to meet the statutory duties placed upon us for Department for Education (DfE) data collections

The legal reasons for collecting and using pupil information

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 pupils with 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. Where consent has been given this can be taken back by contacting us at any time (*See Contact us*)
- we need to protect the pupil's vital interests (or someone else's interests)

When information is special category information we may rely on processing being in the substantial public interest in addition to consent or protecting an individual's vital interests.

Collecting pupil information

We collect pupil information via different sources including registration forms, application forms and online application systems, secure file transfer from other schools or education providers, from statutory bodies and direct from parents/carers.

Most of the personal information we collect is mandatory. However, some information provided to us is also done so on a voluntary basis. We will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Information for which we need your consent includes, for example: biometric data for the cashless catering system and the use of pupil images in school publications or on the website.

Where we are using pupil's personal information only on the basis of consent you may ask us to stop processing this personal information at any time.

Storing pupil data

We hold pupil data securely on computer systems and sometimes on paper, in line with our General Data Protection policy.

Who we share pupil information with

We routinely share pupil information with:

- Schools/educational institutions that pupils attend after leaving us
- Local authorities
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- NHS
- Exam Boards
- Researchers/research institutions

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 services to be provided.

We currently share pupil information with third party organisations for the following purposes:

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

Why we regularly share pupil information

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

Youth support services

Pupils aged 13+

Once pupils reach the age of 13, we also pass pupil information to our local authority and/or provider 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 enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age 16.

Pupils aged 16

We will also share certain information about pupils aged 16+ with our local authority and/or provider 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 enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit the Haringey website

www.haringey.gov.uk

Department for Education (DfE)

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 537A of the Education Act 1996
- Education Act 1996 s29(3)
- Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- Education (Pupil Registration) (England) (Amendment) Regulations 2013

- Education (Information About Individual Pupils) (England) Regulations 2013

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see *Appendix 1: 'How Government uses your data'* in this notice.

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

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 relevant legislation including the Schools Admission Code, and conducting Fair Access Panels.

Educational Research Institutions

We may share data with research institutions carrying out educational research.

Requesting access to personal data about pupils

Under data protection legislation, parents and pupils have the right to request access to the information about them that we hold by making a subject access request. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer, Ms Sam Murray smurray@fortismere.org.uk

Depending on the lawful basis for processing the information, 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
- a right to seek redress, either through the ICO, or through the courts

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 at any time by contacting the Data Protection Officer.

If you have a concern about the way we are collecting or using personal data about pupils, you should raise your concern with us in the first instance by contacting the Data Protection Officer. You can also find information the Information Commissioner's Office at [raise a concern with ICO](#)

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 July 2023.

Contact Us

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Ms Sam Murray smurray@fortismere.org.uk

Appendix 1: How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (DfE) (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 (DfE) 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 for Education (DfE).

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>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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 the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the DfE 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 the Department for Education: <https://www.gov.uk/contact-dfe>