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Head Teacher: **Clare Steel**



# Alderman Knight

## Student Privacy Notice

Date Reviewed	1 <sup>st</sup> September 2020
Reviewed By	Ceri Jones, Business Manager
Next Review Due	<b>1<sup>st</sup> September 2021</b>
Ratified by Governors	

Personal information (such as name, unique pupil number and address)

Specialist School in  
**Communication & Interaction**



## Why do we collect and use information about you?

Alderman Knight School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. The General Data Protection Regulation 2018 (GDPR) is a set of rules designed to make sure people's personal data is kept safe and is not used inappropriately. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- ❖ By law we have to process your data to make sure we meet the requirements of:
  - The Education Act 1996
  - The School Admissions Code
  - Keeping Children Safe in Education
  - Article 6 and Article 9 of the GDPR
  - Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013
- ❖ We need to process your data to support and protect you, and make sure your best interests are looked after as a student at Alderman Knight School

We collect and use information about you, abiding by these rules, for the following reasons:

- ❖ to support your learning and progress
- ❖ to monitor and report on your learning and progress
- ❖ to provide appropriate support for students in our school – this is known as 'pastoral care'
- ❖ to assess the quality of what we do as a school to try to be the best that we can be and provide you with the best education we can
- ❖ to meet the requirements of the law regarding data sharing

### The categories of student information that we collect, hold and share (only with appropriate people when it is required) include:

- ❖ Information about you - such as your name, date of birth, address and home contact details and unique pupil number
- ❖ Your personal characteristics which we need for the annual school census and to ensure you receive financial support when needed. The census is an annual survey of all students in the country undertaken by the Government. This survey includes data such as:
  - Ethnicity e.g. Asian, African, White, mixed race etc.
  - Language e.g. whether English is the main language spoken at home
  - Nationality e.g. Indian, British
  - Country of birth e.g. France, Poland, Great Britain
  - Whether you are eligible for financial support through 'pupil premium'. Students are eligible for pupil premium if:
    - They are entitled to free school meals, or have been at any time in the last 6 years
    - They are in care, adopted or fostered
    - They are the children of members of the armed forces

- ❖ Attendance information (such as morning and afternoon sessions attended, the number of absences you have had and the reasons for the absence). We need to record this by law to make sure you are receiving your entitlement to an education, and to keep the Local Authority and the Department for Education informed
- ❖ Assessment information (such as Key Stage 2 results, on-going assessments throughout your time with us and qualification results) so that we can support you in meeting your personal best
- ❖ Information about your behaviour so that we can support your welfare and help you meet your personal best
- ❖ Special educational needs and disabilities information, and important medical information to ensure you have the support you are entitled to and are kept safe and well
- ❖ Medical Information to keep individuals safe and plan for their needs

## Collecting student information

Whilst the majority of information you provide to us has to be collected by law, some of it is provided to us on a voluntary basis. In order to abide by the rules of the General Data Protection Regulation 2018, we will inform you whether you are required by law to provide certain information to us, or if you have a choice in this.

## Storing student data

Your data is held securely either on our school network or in locked filing cabinets. We restrict who can access your data so that only those people who need to can see it. We also make sure that people only have access to what they need for their job and not necessarily everything we hold about you. Access to any sensitive personal information is strictly restricted to only those who need to see it.

We keep the data and information we have about you until you either leave to another educational establishment, where we would send your records, or until after your 25th birthday; we are required to do this by law. After that your data is deleted from our computer systems and any paper records we hold are destroyed. We use a company with special authorisation to destroy paper records for us.

## Who do we share student information with?

We routinely share pupil information with:

- ❖ Schools that our students attend after leaving us
- ❖ Our local authority, which is Gloucestershire County Council (GCC)
- ❖ Other local authorities relevant to out of county students
- ❖ The Department for Education (DfE)
- ❖ The NHS as applicable for your safety and wellbeing and to support national vaccination programmes
- ❖ Counsellors/Educational Psychologists and other educational professionals as and when appropriate

## Why we share student information

We do not share information about our students with anyone without consent unless the law requires us to, or our policies allow us to. We ask parents, or students when it is relevant, for consent to use specific and limited data for educational or publicity purposes when we update our student contact forms each throughout the year.

We are required by law to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing is needed so that school funding can be allocated appropriately.

### 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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- ❖ conducting research or analysis
- ❖ producing statistics
- ❖ providing information, advice or guidance

The Department has robust (strong) processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- ❖ who is requesting the data
- ❖ the purpose for which it is required
- ❖ the level and sensitivity of data requested: and
- ❖ the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department 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 DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, 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 the school on [admin@aldermanknight.gloucs.sch.uk](mailto:admin@aldermanknight.gloucs.sch.uk) or the Data protection officer, details at the end of this notice.

You 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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

**Gloucestershire County Council**  
**School's Data Protection Team / Information Management Service**  
 Shire hall  
 West Gate Street  
 Gloucester  
[Schooldpo@gloucestershire.gov.uk](mailto:Schooldpo@gloucestershire.gov.uk)  
 01452 583619

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Timetable for Review	Annually	2 Years	3 Years	4 Years
Status	Statutory	Gloucestershire CC		School
Circulation	Website	Weduc	SAM	School Office

Date Reviewed	Page Number of Changes	Summary of Changes Made

