



Ribblesdale School

Privacy Notice (How we use pupil information)

Ribblesdale School is the Data Controller for the use of personal data in this privacy notice.

The categories of pupil information that we collect, hold and share include:

- Personal information and contacts (such as name, unique pupil number, address, phone numbers, email addresses)
- Family details (parents/carers names, addresses, phone numbers, email addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, looked after children, service children, school history, GP surgery)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information
- Medical conditions (plus agency involvement if relevant i.e. therapist, paediatrician)
- Special Educational Needs and Disability
- Behaviour and exclusions
- Information relating to catering and free school meals
- Post-16 destinations
- CCTV
- Photographs/ videos
- Biometric data (fingerprint recognition system for cashless catering)
- Safeguarding information.

Why we collect and use this information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to keep children safe (food allergies or emergency contact details)
- to meet statutory duties placed upon us by the Department for Education

- to provide school trips and extra-curricular activities.

The lawful basis on which we use this information

The condition for processing under the UK GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) (as supplemented by section 19 of the 2018 Act) based on domestic law or which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education Act 1996 - Section 537A - states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 - Section 83 - places a duty on the Secretary of State or others to conduct research.

Collecting pupil information

We collect pupil information via registration forms at the start of school year, Common Transfer File from your previous school, secure file transfer from previous school or Child Protection plans.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Biometrics

The school operates biometric fingerprint recognition system for purchases from the school catering services. All data collected will be processed in accordance with the Data Protection Act 2018 and the Protection of Freedoms Act 2012. The written consent of at least one parent/carer will be obtained before biometric data is taken and used. If one parent objects in writing, then the school will not take or use a child's biometric data.

Storing pupil data

We hold pupil data for the duration of your child's attendance at Ribblesdale and until the pupil reaches the age of 25 years in line with the IRMS retention guidelines.

Who we share pupil information with

We routinely share pupil information with:

- the local authority
- the pupil's family and representatives
- the Department for Education (DfE)
- pupil's family or representatives
- NHS/school nurse/health care professionals including IntraHealth who have been appointed to administer vaccinations
- youth support services including counselling
- the appointed school photographer
- school staff and Governing Body
- catering supplier
- online and cloud storage
- vocational course providers
- extra-curricular/enrichment activity providers
- law enforcement officials such as police
- examining bodies
- educational institutions that pupils attend after leaving us
- SIMS
- Ofsted
- disclosure connected with SEND support – e.g. professional providing therapy or educational interventions, such as speech and language therapy
- suppliers and service providers, to enable them to provide the service we have contracted them for including but not limited to:
 - Education Digital Services – Lancashire CC (School management systems including SIMS)
 - Tucasi (Scopay)
 - CPOMS (Child Protection, safeguarding and behaviour system)
 - InVentry (entry and exit system)
 - Freedom Tech (121 device supplier)
 - School Cloud (Parents' Evening software)
 - Synergy (whole school communication platform)
 - Every (asset management)
 - School Work Space (Exams Assist)
 - Microsoft Office 365 – including Nurture
 - Applicaa (online management of admissions)
- Classroom software resources including Doodle, Class Charts, Tassomai.

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the 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 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our 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

A parent or carer can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

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 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 Anne-Marie Horrocks, Headteacher, by email to enquiries@ribblesdale.org

Depending on the lawful basis above, 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; and
- a right to seek redress, either through the ICO, or through the courts.

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/>

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. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Anne-Marie Horrocks, Headteacher, by email to enquiries@ribblesdale.org

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 in May 2023.

Contact

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

Mrs Anne-Marie Horrocks, Headteacher,

Mrs Susan Cowking, Business Manager, or

Mrs Sarah Wilkinson, Data Protection Officer

(enquiries@ribblesdale.org)