

Rebuilding Confidence. Restoring Futures.

Pupil Privacy Notice

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The Sage School

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Introduction

Under data protection law, individuals have a right to be informed about how The Sage School uses personal data that 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. The Sage School is the data controller for the purposes of data protection law.

Our Data Protection Officer (DPO) is Gemma Fulcher.

The personal data we hold

Personal data that we may collect is essential for the school to fulfil its official functions and meet legal requirements.

Personal data that The Sage School may use, store and share (where appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Behaviour information
- Medical information including details of any medical conditions, including both physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

We will make this clear when we ask for consent and explain how consent can be withdrawn. Consent will usually be sought from pupils aged over 12 but from parents / carers if the child is younger than that, or if the pupil is not considered mature enough to understand their rights over their own data.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using Special Category data

For ‘Special Category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained explicit consent to use the special category personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect and individual’s vital interests (i.e. protect a child’s life or someone else’s life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way
- We need to protect an individual’s vital interests (i.e. protect a child’s life or someone else’s life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information

We collect and generate pupil information in a variety of ways, including, but not limited to:

- Registration and applications forms
- Arbor data collection
- Via Common Transfer File or secure file transfer from a previous school
- In the process of carrying out our duties in the public interest.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from a pupil or their parent / carer, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We keep personal data according to the retention schedule set out in our Data Protection Policy.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions and to ensure that it can carry out its statutory duties
- Schools our pupils are moving to – to help us support our pupils who are moving to another school by easing the transition process
- The Department for Education – to meet our legal obligations to share certain information with it
- The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school
- Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered into assessments
- Ofsted – to meet our legal obligations
- Suppliers and services providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – to help us fulfil our public task
- Health authorities – to meet our legal obligation and to protect pupils
- Professional advisers and consultants – to help us fulfil our public task
- Charities and voluntary organisations – to help us fulfil our public tasks and to protect our pupils
- Polices forces, courts, tribunals – to meet our legal obligations to share information with them.

Transferring data internationally

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

Parents and Pupils' rights regarding personal data

Pupils have a right to make a subject access request to gain access to personal information that the school holds about them (if the data subject is over 12 years old).

Parents / Carers will usually be expected to make a request with respect to their child's data where the child's age (usually under the age of 12) or Special Needs mean the child is not mature enough to understand their rights over their own data, or alternatively where the child has provided consent for them to make the request.

If a valid subject access request is made, and if we do hold data about the pupil, 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 or your child
- 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 in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decision being taken by automated means (by a computer or machine, rather than by 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 the Data Protection Officer, via gfulcher@thesageschool.co.uk. These rights can be exercised by a Parent / Carer on behalf of a child on the same basis that they may make a Subject Access Request.

Complaints

We take complaints about out collection and use of personal information very seriously. If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about out data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer, via gfulcher@thesageschool.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Online: https://ico.org.uki/concerns/

Tel: 0303 123 1113

Address: Information Commissioner's Office, Wycliff 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:

Gemma Fulcher - Data Protection Officer, via gfulcher@thesageschool.co.uk.

Tel: 01354 572449

Address: The Sage School, 19C Longhill Road, March, Cambridgeshire, PE15 0BL

Links to other Policies / Procedures

- Data Protection Policy