

Privacy Notice (Student Information)

New College Durham Academies Trust collect and hold data on the students that enables the academies to provide education services that meet the needs of its students. The information supports the tracking of student attainment and progress, attendance and behaviour. Curriculum, examination and timetabling decisions are based on the data we collect and ensure the appropriate support is given to specific groups of students.

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

- Personal information (such as name, dob, biometric data, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination results, current grades and forecast grades)
- Behaviour Information (such as exclusions, detentions and behavioural incidents)
- Special Needs information (such as medical/dietary history, EHC Plan, and statements)
- Banking information

Why we collect and use this information

We use student data to:

- to support student learning
- to monitor and report on student progress
- to monitor student behaviour and attendance
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- contact parents/carers
- enter students for examinations
- to transfer personal Sixth Form Bursary payments

The lawful basis on which we use this information

We collect and use student information under GDPR, Article 6(1), where it is necessary for compliance with a legal obligation on the academies to educate the data subject OR that the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Under Article 9(2) of the GDPR, student's personal data will only be processed for the purposes of carry out our obligations as an educational establishment.

Collecting this information

Whilst the majority of information you provide us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain student information or if you have a choice in this.

Storing this information

We hold all student data under the limitation act until the student reaches the age of 25.

Who we share this information with

We routinely share this information with:

- Other educational establishments and alternative education
 - Local authority
 - Department for Education (DfE)
 - Ofsted
 - Examination Boards
 - Child Health Service
 - Education Psychologists
 - One Point service
 - Police service
 - Employers (References)
- 3rd Party Applications and Services such as
- Microsoft Teams
 - Frog/WEDUC
 - Capita Sims
 - Wonde/Edukey
 - Sistra Analytics
 - OSMIS
 - Kerboodle
 - Hegarty Maths
 - Classcharts
 - Fisher Family Trust
 - CPOMs

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We share students' 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 students with the (DfE) under regulation 5 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 go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student 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/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 student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students 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 our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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-pupildatabase-user-guide-and-supporting-information>.

The department may share information about our students 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 student 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. To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parent/carers and students 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 Christine Connolly, dpo@ncdat.org.uk, Data Protection Officer.

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
- 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 or withdraw consent, please contact: Christine Connolly, dpo@ncdat.org.uk, Data Protection Officer.