



GDPR Privacy Notice

Clifton Community School is a Data Controller for the purposes of Data Protection Law¹. This means the School determines the purposes for which, and the manner in which, any individuals personal data is processed and for what purposes.

WHAT THIS POLICY IS FOR

This policy is intended to provide information about how the School will use (or “process”) personal data about individuals including: its personnel², its current, past and prospective students and their parents, carers or guardians (referred to in this policy as “parents”).

This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. School personnel, parents and students are all encouraged to read the Privacy Notice and understand the School’s obligations.

The Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to staff, students and parents, the School may process a wide range of personal data about individuals as part of its daily operation. Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations. The School holds the the legal right to collect and use personal data relating to individuals, in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

In accordance with the above, we use data relating to pupils and their families for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

We use data relating to personnel for the following reasons:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

This will include by way of example:

- Personal information – e.g. names, addresses, telephone numbers, e-mail addresses, national insurance numbers;

¹ The General Data Protection Principle (GDPR) from 25 May 2018

² School personnel includes employed staff, self-employed persons, volunteers and governors

- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility;
- Past, present and prospective student's academic, disciplinary, admissions and attendance records (including information relating to any special education needs);
- Relevant health and medical information, including contact details for next of kin;
- Contract information (such as start dates, hours worked and salary information)

HOW THE SCHOOL COLLECTS DATA

Generally, the School receives personal data from the individual directly (including, in the case of students, from their parents). This may be via a form, or simply during the ordinary course of interaction or communication. In some cases, personal data may be supplied by third parties (for example another School, the Local Authority or other professionals or authorities working with the individual).

Whilst the majority of the personal data you provide to the school is mandatory, some of it is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

HOW LONG WE KEEP PERSONAL DATA

In accordance with the GDPR, the School does not store personal data indefinitely; data is only stored for as long as is necessary to satisfy the purpose for which it was collected.

WHO HAS ACCESS TO PERSONAL DATA AND WHO DOES THE SCHOOL SHARE INFORMATION WITH

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols.

The School routinely shares information with:

- Pupils' destinations upon leaving us
- Our Local Authority
- The NHS
- The Department for Education (DfE)

In accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers, cloud storage and social media providers. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

Once our pupils reach the age of 13, we have a statutory duty to share their information 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. We are obliged to provide:

- The names and addresses of pupils and their parents
- The date of the birth of the pupil

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

The School is required by law to provide information to the DfE as part of statutory data collections, such as the school census and the school workforce return. This data sharing underpins school funding and educational attainment policy and monitoring. To find out more about the data collection requirements placed on us by the

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) is owned and managed by the DfE and contains information about pupils in schools in England. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. 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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research and analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained. For more information about the DfE'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 go to: <https://www.gov.uk/contact-dfe>

YOUR RIGHTS

Individuals have various rights under Data Protection Law in relation to the processing of their personal data.

Individuals have the right to:

- Be informed about how the School uses their personal data
- Request access to the personal data that the School holds
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Request that personal data is amended if it is inaccurate or incomplete
- Request that personal data is erased where there is no compelling reason for its continued processing

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

An individual wishing to access or amend their personal data should put their request in writing to the Data Team at Clifton-data@cliftonschoool.org. You should be aware that certain data is exempt from the right of access. This may include information that identifies other individuals.