



# SIR JOHN NELTHORPE SCHOOL

## GDPR privacy notice for pupils and their families

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# SIR JOHN NELTHORPE SCHOOL

## 1 Introduction

This privacy notice covers students and their families at Sir John Nelthorpe School. To ensure that we can fulfil our obligations certain information needs to be collected so your request can be considered and actioned. The following privacy notice informs you how Sir John Nelthorpe School intends to collect, use, process and store your data.

## 2 Controller's contact details

Sir John Nelthorpe School is the data controller, and they are responsible for any personal data that is provided. This means that they determine the purposes for, and the manner in which, any personal data relating to you is to be processed.

There are many ways you can contact us, including by phone, email and post. Our website provides further details.

## 3 Data Protection Officer's contact details

The Data Protection Officer (DPO) for the School "The DPO Centre"

Day to day data queries can be directed to the School Business Manager at the School via email to [admin@nelthorpe.org.uk](mailto:admin@nelthorpe.org.uk) or via telephone to 01652 656551

## 4 Which data is collected?

We collect pupil information via registration forms and Common Transfer File (CTF) or secure filetransfer from previous schools

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.

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Trips and Visits information e.g. passport number
- Meals/dietary information
- Identity management including CCTV and biometrics
- Photographs – these will be used to aid our records management, attendance



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procedures

- Parents or carers contact details

We may also hold information sent to us by other organisations, including other schools, local authorities and the Department for Education.

### **5 Why do we collect and use your information?**

Sir John Nelthorpe 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. 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:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- a) to admit you to the school (admissions)
- b) to support pupil learning
- c) to monitor and report on pupil attainment progress
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us by the Department for Education
- h) to comply with the law regarding data sharing
- i) to monitor onward journey of pupils / students after leaving education (including alumni/reunion)
- j) to support pupils / students in their future careers and provide associated guidance
- k) to provide appropriate products and services to pupils / students during their education (catering/trips)
- l) to support pupils / students in attending before and after school clubs and enrichment activities
- m) to get in touch with you and your parents or carers when we need to
- n) to enable use of our biometric fingerprint systems (canteen)
- o) for marketing purposes including websites, prospectus and social media
- p) to celebrate your achievement

### **6 How long is your data stored for?**

Personal data is retained in line with Sir John Nelthorpe School's Data Retention Policy.

Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the Trust. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.



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Once your data has served its purpose it will be disposed of in line with the procedure outlined in the policy. If you require further information regarding retention of data, and the periods for which your personal data is held for, please see our website.

## 7 Will my information be shared?

The school is required to share pupil and student data with the Local Authority and the DfE on a statutory basis, this includes the following:

- The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England.
- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

Sir John Nelthorpe School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations
- Our local authority – to meet our legal duties to share certain information such as concerns about pupils' safety and exclusions
- The NHS /health authorities
- Agencies that provide help to students and families
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Further education provider / next school
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us), Ofsted
- Suppliers and service providers (including online system suppliers) – so that they can provide the services we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations



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In some circumstances, where we need to co-operate with the Local Authority or Government Departments or when we need to investigate complaints we may need to share information to further our objectives.

We will not share your information with any third parties for the purposes of direct marketing. We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Please note that trainee teachers will be treated as staff whilst they complete their placement with us and therefore have access to the same information. Trainee teachers will not include any personally identifiable data within their course work, and sign a confidentiality agreement prior to commencing their placement. If the trainee wishes to include personally identifiable data, they must seek the consent of the parent/carer and, if appropriate, pupil.

## **8 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

Parents are able to request that only their child's name, address and date of birth are passed to the LA or youth support services, by informing the school business manager via email – [admin@nelthorpe.org.uk](mailto:admin@nelthorpe.org.uk). Once pupils reach 16 years of age, this right is transferred to them, rather than their parents.

### **Pupils aged 16+**

We will also share certain information about pupils 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

Data is securely transferred to the youth support service securely and is stored and held as per the relevant data retention period.

The information that we share with these parties includes the following:

- Names



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- Dates of birth
- Address details
- Pupil progress reports
- Special Educational Needs

For more information regarding services for young people, please visit our LA's website: <http://www.northlincs.gov.uk/people-health-and-care/children-and-young-people/services-for-young-people/>

### 9 Department for Education

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: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

### 10 Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels

### 11 Your data protection rights

As the data subject, you have specific rights to the processing of your data. The rights available to you depend on our reason for processing your information.

You have a right to:

- Be informed about how Sir John Nelthorpe School uses your personal data
- Request **access** to the personal data that the school holds.
- Request that your personal data is **rectified**
- Request that your personal data is **erased**.
- Request that the processing of your data is **restricted**.
- Request to obtain and reuse your personal data for your own purposes across different services (**data portability**)
- **Object** to your data being processed

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by emailing [admin@nelthorpe.org.uk](mailto:admin@nelthorpe.org.uk)



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You are not required to pay any charge for exercising your rights and we will respond to your request within one month.

Please contact us on [admin@nelthorpe.org.uk](mailto:admin@nelthorpe.org.uk) if you wish to make a request or on 01652 656551.

If you have a concern about the way Sir John Nelthorpe School and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am- 5pm.

## 12 Visitors to our website

We use cookies on our website. When you visit our website we tell you that cookies are being used in a pop up. By continuing to use our site you are giving your consent to the use of cookies.

We do not use cookies to collect information that identifies our visitors. All the information is aggregated and is therefore anonymous. We do not make any attempt to find out the identities of those visiting our website, for example by matching data collected by cookies with any personally identifying information from any other source.

## 13 Links to other websites

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

## 14 Your right to complain

You also have the right to lodge a complaint with the ICO in relation to how Sir John Nelthorpe School processes your personal data. If you wish to make a complaint to the ICO, you can do so by contacting them at the following:

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. [www.ico.org.uk](http://www.ico.org.uk) Telephone: 0303 123 1113

## 15 Changes to this Privacy Notice

We keep our privacy notice under regular review to make sure it is up to date and accurate. If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to individuals before starting our new processing.

We encourage you to accept cookies on our website as they help us to improve the user experience for you and for other users.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

## 16 How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website, the Gov.UK website, or download our GDPR Data Protection Policy and Data Retention Policy.