



CONNELL
CO-OP COLLEGE

Privacy Notice. How we use applicant, student and parent/carers information.

Connell Co-op College is committed to protecting the information it collects about pupils and parents. Connell Co-op College will respect and comply with data protection laws from time to time in force, in particular, the Data Protection Act 2018.

The categories of student information that we typically process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details, next of kin, emergency contacts and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as referrals, court orders and professional agency involvement)
- special educational needs (including the needs, assessments and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication, individual health care plans and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment
- behavioural information (such as behaviour records, exclusions and any relevant alternative provision put in place)
- admissions data
- Accident reports
- Photographs and images including CCTV
- Free school meal information

This list is not exhaustive, and we will add to it from time to time to cover the key categories of information that we process.

Why we collect and use applicant/student information

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

- a) to enable us to process applications and to determine eligibility for admissions
- b) to update applicants about their application and to inform them about future events
- c) to support student learning
- d) to monitor and report on student attainment progress
- e) to provide appropriate pastoral care
- f) to assess the quality of our services
- g) to keep children safe (food allergies, or emergency contact details)
- h) to meet the statutory duties placed upon us for DfE data collections
- i) to keep parents/carers informed and engaged with their child's education
- j) to meet provision required under an Education Health and Care Plan
- k) to enter students into examinations



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- l) to highlight student performance, activities and achievements

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

- for the purposes of delivering education in accordance with the legal basis of performing a task in the public interest and where a legal obligation under education and child welfare law requires us to.

In addition, concerning any special category data:

- Where there is a substantial public interest, for example when processing safeguarding information, Education Health and Care Plans, disability information, pastoral care and individual health care plans.

How we collect student information

We collect student information via various methods such as registration forms at the start of the college year or Common Transfer File (CTF) or secure file transfer from previous school. Information is also collected throughout a students' time with us for the purposes described above and through information provided by third parties such as social services and medical professionals.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it is 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.

Who we share student information

with We routinely share pupil information with:

- Local authorities, social services and the police where necessary
- youth support services
- the Department for Education (DfE)
- Education and Skills Funding Agency
- Medical professionals from the NHS or paediatric services
- Third party processor for the purposes of providing management information on a trust wide and academy basis
- Universities and Colleges Admissions Service (UCAS)

Why we regularly 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.

Please see our Data Privacy Policy –Pupils, parents/carers for further information.

Youth support services



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We will also share certain information about students 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 via email and is stored on their secure servers. For more information about services for young people, please visit our local authority website.

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. 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](#). For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents 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. Please see the Data Privacy Policy –Education for more information.

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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Information provided by the Government

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins college funding, which is calculated based upon the numbers of children and their characteristics in each school.



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- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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-forschools>

The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>



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To contact DfE: <https://www.gov.uk/contact-dfe>

Responsibility

Responsible Staff	Ms Emma Soper
Policy Administrator	Mrs Christine Butterfield
Approving body	College Governing Council
Review Date	May 2022
<i>All policies are available to stakeholders either on the College website or upon request from the College Office</i>	