



## ***READING SCHOOL***

### **General Data Protection Regulations (GDPR) - Privacy Notice for Students**

**May 2018**

#### **Introduction**

This notice is to help you understand how and why we collect your personal information and what Reading School does with that information. It also explains the decisions that you can make about your own information. We are giving you this notice because you are mature enough to make decision about your personal information.

Reading School is the data controller of the personal information you provide to Reading School. This means the school determines the purpose for which, and the manner in which, any personal data relating to students and their families is to be processed.

#### **What is personal information?**

Personal information is information that Reading School holds about its students and parents which identifies them and relates to them. This includes information such as name, date of birth and address, examination results, medical details and behaviour records. We may also record your religion or ethnic group. Photos and video recordings of you are also personal information.

#### **How and why does Reading School collect and use student information?**

The school's primary reason for using personal information is to provide students with an education. We have set out below examples of the different ways in which we use personal information and where this personal information comes from:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to track the quality of our teaching and the learning that takes place at Reading School
- to assess the quality of our services
- to comply with the law regarding data sharing

Admissions forms provide us with lots of personal information. We get information from you, your parents, carers, your teachers and other students. Your previous school(s) also give us information about you so that we can teach and care for you.

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

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Medical information (such as name of GP, relevant medical conditions)
- Attendance information (such as sessions attended, number of absences and absence

- reasons)
- Behavioural information (such as behavioural incidents, exclusions)
- Assessment information (such as national curriculum assessments)
- Special Educational Needs information
- School history (such as where students go when they leave us)
- Post 16 learning information

Sometimes we get information from your doctors and other professionals to help us better understand your needs and look after you. Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

We collect this information to help the school run properly, safely and to let others know what we do here. Here are some examples in more detail:

- We need to tell the appropriate staff if you are allergic to something or need extra help with some tasks, or special educational needs.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the school or let them know if we have any concerns about your welfare.
- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other students at the school.
- If you are from another country, we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where you will go when you leave us, we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your examination results and provide references. We may need to pass on information which they need to look after you.
- When you take your GCSEs and A Levels we will need to share information about you with examination board. For example, if you require extra time in your examinations.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- Occasionally we may use consultants, experts, peripatetic teachers and other advisers to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and (where fair) your behaviour records with your parents or carers so they can support your schooling.
- We will only share your information with other people and organisations when we have a good reason to do so e.g. field studies, establishment and education visit organisers for risk assessment purposes. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your web browsing, the internet and mobile electronic devices e.g. iPads. This is to be certain you are complying with our E Safety Policy when using this technology or not putting yourself at risk of harm.
- We may use photographs or videos of you for the school's website and social media sites or prospectus to show prospective students what we do here and to advertise Reading School and the Reading School Parents' Association (RSPA).
- We may continue to use these photographs and videos for teaching purposes, for example, to record a drama lesson or music performance or for fundraising events.

- We publish our public examination results, sports fixtures and other news on the website and put articles and photographs in the local news and on social media to tell people about what we have been doing.
- We will process financial information relating to you. For example, if an application is made for Free School Meals, Pupil Premium Grant, through the Reading School Promise or 16-19 Bursary, so we can ensure you are provided with the financial assistance you need for educational visits or buying school books and items.
- Alumni - If you are a former employee, pupil, parent, grandparent or relative of a pupil and wish to join our alumni programme we will collect personal information such as your contact details (including addresses and phone numbers), information about your current employment and professional qualifications, basic details of your time with us and information about your preferences and engagement with the programme.

### **Our legal grounds for using information**

This section contains information about the legal basis that we are relying on when handling your information.

Reading School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding you from your previous school, Local Authority and/or the Department for Education.

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

### **Legitimate interests**

This means that the processing of personal data is necessary for appropriate and genuine interests except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, Reading School has a legitimate interest in:

- Providing you with an education
- Safeguarding and promoting student welfare
- Promoting the objects and interests of the school
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, personal information may be processed for the legitimate interests of others. For example, we may use information when investigating a complaint made by one of your fellow students.

### **Legal obligation**

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose information to third parties such as the courts, the local authority or the police where legally obliged to do so.

### **Vital and Public Interests**

Reading School considers that it is acting in the public interest when providing education. Reading School considers it is acting to protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious or to prevent someone from being seriously harmed or killed.

## **Substantial Public Interest**

The processing is necessary for reasons of substantial public interest.

## **Special Categories**

Reading School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

## **Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors or insurers.

## **Medical Purposes**

This includes medical treatment and the management of healthcare services. We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information, you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

## **Who do we share information with?**

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Reading School upholds are imposed on the processor.

We routinely share student information with:

- Universities and other establishments that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Examination Boards
- Child Welfare Services
- Peripatetic Teachers

## **Department for Education (DfE)**

We are legally required to share students' data with the DfE on a statutory basis. This data sharing underpins the school's funding and educational attainment policy and monitoring.

## **Youth and Careers Support Services**

Once 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 responsibility 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 or carer can request that only their son's name, address and date of birth is passed to their local authority or provider of youth and careers support services by informing us. This right is transferred once students reach the age of 16.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides important evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and examination boards.

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. 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.

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 find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

For more information about the department'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 student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

### **Storing student data**

We hold student data using the guidelines set out in the Information and Records Management Society Retention Guidelines for Schools document: [Retention Guidelines](#)

For example, student files will be retained under the Limitation Act 1980 for the period DOB of the student + 25 years.

We can keep information about students for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful to write a book about the school.

### **What decisions can you make about your information?**

From May 2018, you will be able to make various decisions about personal information stored. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask to correct it;
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- You can ask to delete the information that we hold about you in certain circumstances. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- You can object to processing of personal data that is likely to cause, or is causing, damage or distress
- You can in certain circumstances, have personal data, blocked, erased or destroyed;
- Claim compensation for damages caused by a breach of the Data Protection Regulations
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time e.g. direct marketing and fundraising

If you have any concerns about the way Reading School and/or the DfE is collecting or using your personal data, you can raise a concern with the GDPR School Lead in the first instance or contact Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday – Friday, 9am – 5pm or <https://ico.org.uk/concerns/>.

Key Officers:

Mr Ashley Robson, Headmaster

Mr Chris Evans, Deputy Headmaster and GDPR School Lead

Miss Caroline Mole, Executive Assistant

Data Protection Officer (DPO): Satswana, Tulip Trees, Church Road, St Johns, Woking, Surrey, GU21 7QN; [www.satswana.com](http://www.satswana.com)