

---

## **Simon Langton Grammar School for Boys**

### **Privacy Notice (How we use student information)**

**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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Additional Educational needs information
- Assessment information
- Behaviour/Sanctions

#### **Why we collect and use this information**

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the law regarding a right of access by a parent to access their child's education record

#### **The lawful basis on which we use this information**

We collect and use student information under Article 6 from the GDPR 2018

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for compliance with a legal obligation to which the school is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the purposes of the legitimate interests pursued by the school or by a third party, except where such interests are overridden by the interests or fundamental

rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

- The provision of the Education (Pupil Information (England) Regulations 2005 which provides a right of access by a parent to access their child's education record

We also collect and use student data under Article 9 GDPR: Processing of special categories of personal data

1. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
2. processing is carried out in the course of the school's legitimate activities with appropriate safeguards

## **Collecting student information**

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.

## **Storing student data**

We hold student data until the student reaches 25 years old (usually 7 years after leaving the school). Paper records are then shredded and electronic records are deleted other than the student's name and date of admission and leaving.

## **Who we share student information with**

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS Immunisation Service

## **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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

We share student information about our students with the NHS as part of the Immunisation Service

Student data may be processed by an external service provider acting on our behalf in order to provide one or more services

### **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-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 or guardian 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 child / student once he/she reaches the age 13.

### **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 [www.kent.gov.uk](http://www.kent.gov.uk)

### **The National Student 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 Students) (England) Regulations 2013.

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

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>

## **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, contact the Head of School - [headofschool@thelangton.kent.sch.uk](mailto:headofschool@thelangton.kent.sch.uk)

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, please contact: Susan Begg, Data Protection Officer at the school [susanbegg@thelangton.kent.sch.uk](mailto:susanbegg@thelangton.kent.sch.uk)



# CONSENT REQUEST

The school is required to ask for your consent (and that of your child if he/she is aged over 13) to use other student data not specifically covered in the Privacy Notice. Please read the following carefully with your child before you give/withhold consent by ticking the appropriate box.

*NB: Children aged 13 or over must also give their own consent. If the child's decision is different to that of the parent the child's decision will apply.*

## **PHOTOGRAPHS OF STUDENTS**

Occasionally, we may take photographs of students at our school and use them in our school prospectus or in other printed publications we produce. We may also make video recordings for school-to-school conferences, monitoring or other educational use. We may also be visited by the media who will take photographs or film footage of a high profile event. Students may appear in these images, which could appear in local or national newspapers, or on televised news programmes.

Each year students in Years 7, 10, 12 and 13 are invited to have their individual photographs taken by Kittle Photographic Ltd copies of which are available for purchase by students and parents. These photographs are also imported into the students' records in our School Information Management System. Kittle Photographic also takes group photographs of 6<sup>th</sup> Form tutor groups which are available to purchase by students and parents. These photographs are not imported into our Information Management System and copies are not retained by the school.

## **BIOMETRIC DATA**

The school operates a 'Cashless Dining System' using biometric technology. This system uses biometric fingerprints to identify each pupil and therefore it is necessary for a non-evasive scan to be taken of each child's thumb prints soon after admission.

### **How are students and staff recognised by the system?**

Once the finger scan has been taken it is automatically converted to numeric form and stored on the system against that individual. No image of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference. All data remains resident at the school.

### **Non Biometric Students**

Should individuals not wish to use the biometric aspect of the system, please contact the Catering Manager at the school and a PIN number will be allocated.

# CONSENT FORM FOR

<b>Please enter Student's forename above</b>	<b>Please enter Student's surname above</b>

<b>PARENTAL CONSENT PHOTOGRAPHS/FILM</b>		
	I consent	I do not consent
Photographs of my child by Kittle Photographic Ltd		
Photographs of my child to be used in printed school media		
Photographs/videos of my child to be used on the school's website		
Photographs/film of my child being used by third parties (eg local or national newspapers/ television)		
Signed parent		

<b>STUDENT CONSENT PHOTOGRAPHS/FILM</b>		
	I consent	I do not consent
Photographs of my child by Kittle Photographic Ltd		
Photographs of me to be used in printed school media		
Photographs/videos of me to be used on the school's website		
Photographs/film of me being used by third parties (eg local or national newspapers/ television)		
Signed student		

<b>PARENTAL CONSENT BIOMETRIC FINGERPRINTING</b>		
	I consent	I do not consent
Biometric data fingerprinting		
Signed parent		

<b>STUDENT CONSENT BIOMETRIC FINGERPRINTING</b>		
	I consent	I do not consent
Biometric data fingerprinting		
Signed student		

To withdraw consent previously given or to give consent previously withheld please contact the school office ([office@thelangton.kent.sch.uk](mailto:office@thelangton.kent.sch.uk))