

Include Norfolk

STUDENT PRIVACY NOTICE

Catch 22's Education Mission:

To enable young people to progress and succeed in sustained education, training or employment.

We do this through engaging young people positively with their purpose through learning and future life aspirations. All our pupils achieve positive outcomes, thrive and enjoy a quality education that is delivered by skilled, passionate people with high expectations in a place that is safe, high quality and appropriate.

You have a legal right to be informed about how Include Norfolk uses any personal information that we hold about you. To comply with this, we provide a “privacy notice” to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

- Catch22 is the “data controller” for the purposes of data protection law.
- The Data Protection Officer for Catch22 is Beverley Clark, and can be contacted on DPO@Catch-22.org.uk

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council, and the government.

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect student welfare
- to assess the quality of our services and how well our school is doing
- to comply with the law regarding data sharing
- to comply with any statutory obligations

The categories of student information that we collect, hold and share (when appropriate) may include:

- Personal information (such as name, date of birth, unique pupil number, and contact details and preferences)
- Characteristics (such as ethnicity, language, nationality and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons) and exclusions
- Educational attainment information (such as previous school history, grades, assessment results and feedback/comments) and previous school history.
- Relevant medical, special educational needs, additional support, and behavioural information.
- Safeguarding information
- Health & Safety incidents
- Information about being a child looked after
- Criminal convictions and offences
- Photographs and videos
- CCTV images captured on school premises

The lawful basis on which we use this information

We only collect and use student's information that we are allowed to and have a valid basis for, which is:

- Consent – where you have given clear consent for us to process your information for a specific purpose
- Contract – where the information is necessary for completion of a contract
- Legal Obligation - where we are complying with a legal requirement
- Vital Interests - where processing is necessary to protect the data subject or another person
- Public Task - where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

When the personal information is Special Category Information e.g. ethnicity, we also rely on processing based on at least one of the conditions below:

- Explicit Consent – where you have given this consent for the use for a specified purpose
- Vital Interests – where it is necessary to protect the individual's vital interests (or someone else's)

We are allowed to collect, store and use this information lawfully under:

- The Education Act 1996, 2002 and 2011
- The Children's Act 1989 and 2004
- Education and Skills Act 2008,
- Schools Standards and Framework Act 1998
- Equalities Act 2010.
- In compliance with Article 6 and or Article 9 of the UK General Data Protection Regulation

Collecting student information

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 provided to us on a voluntary basis. In order to comply with the UK 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 data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law. We have a record retention schedule which sets out how long we must keep information about students. We generally keep student records until they are 25 years of age, however there are some records which are kept for longer due to special circumstances. Please contact DPO@Catch-22.org.uk if you would like any further information on this.

Who do we share pupil information with?

We routinely share pupil information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Other local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education – we share personal data with the DfE on a statutory basis, this is for statistical purposes and the return of the departmental censuses 3 contained

within the Education Act 1996. Further guidance is available at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

- The student's family and representatives – for progress and attainment updates.
- Examining bodies – for statistical purposes and the marking and re-marking of public exams.
- Our regulator, Ofsted – for summaries of exam outcomes.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations – to comply with funding requirements.
- Health authorities – for the establishment and management of inoculation programmes, for the prevention of infectious and contagious illness.
- Health and social welfare organisations– to evaluate and improve policies on children's social care; for the provision of medical treatment and the management of healthcare services.
- Professional advisers/bodies and consultants - to obtain legal advice, for the establishment, exercise or defence of legal claims.
- Social Services – for safeguarding and wellbeing purposes.
- Police forces, courts, tribunals - for the prevention and detection of crime.
- Health and Safety Executive (HSE) – where reportable incidents require it.
- Insurance companies – if there is an accident, for the establishment, exercise or defence of legal claims.

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 student 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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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-collectionand-censuses-forschools>

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 16.

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 the local authority website.

The National Pupil 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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

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

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

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 Beverley Clark, our Data Protection Officer at DPO@catch-22.org.uk or by phone on 07879 422664

You also have the right, subject to some limitations to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.

- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- A right to seek redress, either through the ICO, or through the courts.

If you have a concern 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:
Beverley Clark, Data Protection Officer Catch22, on DPO@Catch-22.org.uk or on 07879 422664

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated January 2021.