



Steiner Academy Exeter

Our Privacy Notice: Student Information

This privacy notice tells you what to expect when we collect personal information about our students.

1. The information we collect about our students include:

- personal information (such as name, unique pupil number and address)
- biometric information (such as facial images)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance (such as sessions attended, number of absences and absence reasons)
- assessment information, including examination results
- relevant medical information, including allergies and medication
- special educational needs information
- exclusions and behavioural information
- financial information (such as eligibility to receive pupil premium funding)
- learner information (for students enrolling for post 14 qualifications)

2. We need to collect this information so we can:

- support student learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with laws regarding data sharing
- communicate with our student and parents/carers
- provide catering and payment services
- provide library, ICT and information services
- process admissions
- maintain student records
- support behaviour management
- assess eligibility for additional funding and grants
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes
- respond to complaints, grievances and discipline investigations

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.

3. Record retention

We have a record retention schedule which sets out how long we keep student information for. This is available on our website at www.steineracademyexeter.org.uk To request a printed copy please email us admin@steineracademyexeter.org.uk

4. Our legal basis for processing personal information

We will only process your information where we have a lawful reason to do so. In most cases, this will be where it is necessary for us to perform a task in the public interest or exercise our official duties. There may be other times when we need to collect, share or use 'special' data (eg health or biometric data (photographs) about you, in which case we may do so where we are performing our official duties and:

- we have your explicit consent; or
- it is necessary for social protection purposes (eg safeguarding of individuals at risk; protection from unlawful acts; prevention against fraud); or
- we need to comply with a legal obligation under an Act of law (eg The Education Act 1996; Children Act 2004)

5. Who we share personal information with

We do not share our student information with anyone unless we have consent or the law or our policies allow us to do so. We regularly share our information with the following, so we can carry out our official duties as an academy:

- the Department for Education (DfE)
- our local authority, Devon County Council
- school nursing team
- schools that the student attends after leaving us
- examination Boards and moderators
- National Health Service (NHS)
- catering and trip payment service providers, currently ParentPay
- student and parent communication service providers, currently through Arbor
- student learning service providers
- youth support services and careers advisors
- IT service providers to enable student access to learning services

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection and sharing requirements placed on us by the DfE (eg in relation to the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

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 / pupil once he/she reaches the age 16.

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

For more information about services for young people, please visit our local authority website.

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.

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 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 pupils 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 pupil 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/guidance/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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

6. 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 write to us at dataprotection@steineracademyexeter.org.uk Please note, keeping your information secure is our top priority, therefore you may be asked to provide identification of yourself before we can release any records to you.

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 General Data Protection Regulation

If you would like to exercise any of these rights, please write to us at dataprotection@steineracademyexeter.org.uk

Contact Us

If you would like to discuss anything in this privacy notice, or if you have concerns about the way we are collecting or using your personal data please contact our Data Protection Officer, Amber Badley at dataprotection@steineracademyexeter.org.uk

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Further information

Our Data Protection Officer is an external consultant from Firebird Data Protection Consultancy Limited (Firebird), who performs this role under a service contract through Babcock Learning Development Partnership (Babcock LDP).

For information about how Firebird handles personal information, please visit their website at www.firebirdltd.co.uk For information about how Babcock LDP handles personal information, please visit their website at www.babcock-education.com