

PRIVACY NOTICE For Samuel Rhodes School

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

*Once our pupils reach the age of 13, the law requires us to pass on certain information to the London Borough of Islington who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Youth Support Services by informing [insert name of school administrator]. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website www.izzy-info.com.*

The Health and Social Care Act 2012 placed a duty on Local Authorities to promote the health and wellbeing of their population, reduce health inequalities and gave them statutory responsibilities for public health with effect from April 2013. The London Borough of Islington agreed to deliver their public health responsibilities through a shared service known as 'Camden & Islington Public Health' and on occasion they may also commission NHS functions to help deliver their statutory duties. The Local Authority may therefore be obliged to disclose pupil names and addresses they have collated from our school directly to the health services they have commissioned in order that they may in turn contact families directly to seek consensual participation (such as the national height and weight measurement exercise). Where such sharing occurs the Local Authority will take steps to ensure information is shared securely and proportionately.

Local Authorities also have a duty under section 14(1) of the Education Act 1996 for school place planning. However, data relating to children who are not resident in Islington and are

attending Islington schools are not readily available to the pupil's resident Local Authority. The London Borough of Islington will therefore share anonymised data relating to pupils living outside of Islington with their respective Local Authority for statutory purposes only, such as school place planning.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact: Barbara McDonagh, School Business Manager - 020 7704 7490

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at http://www.islington.gov.uk/about/council-documents/access_to_information/dataprotection/Pages/default.aspx ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>