

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

Aylesford School and Sixth Form

Parents and Pupil Privacy Notice

Under the General Data Protection Regulation 2018

Aylesford School and Sixth Form College is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about students from their previous school and the Learning Records Service. We hold this personal data and use it to:-

Support teaching and learning

- Name, date of birth, age, contact information, gender, ethnicity, nationality, admission numbers, previous school records, SEN records. When enrolling for post-14 qualifications we will be provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

Monitor and report on progress

- Individual timetables and curriculum, attendance data, exclusion records,

Provide appropriate pastoral care

- Safeguarding, child protection, medical needs, dietary needs, behaviour records

Assess how well our school is doing

- Assessment records, school reports, track point data

Allow the school to function as an organisation

- Records for free school meal eligibility, consent for internet access and on-line services, photography and sex education, data exchange, school visits forms, emergency contact numbers, fingerprint recognition for the library and refectory

Support students in their transition to a Post 16 provider of education or training and

Names, date of birth, contact information, GCSE and A Level examination results

Fulfil legal obligations

- We are required, under the Education (Information about individual pupils) (England) Regulations 2013, to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. Information can also be exchanged with Warwickshire Police under the terms of agreed information exchange protocol and in accordance with Section 115 of The Crime and Disorder Act 1998 and the Data Protection Act 1998, as amended.

'from potential to reality'

Tapping Way, Warwick, Warwickshire, CV34 6XR

Tel: 01926 747100 **Fax:** 01926 494194 **Email:** office@aylesford-elearning.net **Web:** www.aylesfordschool.org.uk

A charitable company registered in England and Wales, company number 7848367

Headteacher: Steven Hall BSc MA

For secondary phase schools and academies

Once students are aged 13 or over, we are required under Section 507B of the Education Act 1996 to pass on certain information to providers of Youth Support Services and Careers advisers. This is to enable the support service to contact young people directly to promote their effective participation in education and training. The information will be used to put in place support arrangements for those young people identified as not participating in education or training.

New legislation allows young people over 13 to ask that no information beyond name, address and date of birth be passed to the support service. To do this, please inform Mrs S Hughes, School Office Manager. For more information about young peoples' services please go to the DirectGov Education and Learning page at <https://www.gov.uk/browse/education>

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

If at any point a young person is either not in education, employment or training (NEET) or it is not known what they are doing, the Local Authority and/or the Youth Support Services in your area, will pass on the young person's details to providers of education, training or support who will be able to assist the young person to participate.

CCTV

A CCTV system monitors external access/car parks/play areas for the purposes of monitoring building security and crime prevention and detection. It may also be used for school purposes such as bullying and unacceptable behaviour if deemed necessary. CCTV also monitors some of the inside areas such as corridors/social areas/communal areas in school for the same reasons and for the safety of students and staff. Signs are displayed notifying that CCTV is in operation.

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, for example where a crime or incident is being investigated. You have the right to see CCTV images of yourself and be provided with a copy of the images.

Images will not be released to the media or other persons other than to authorised personnel (Police and service providers) where these would reasonably need access to the data.

We will not give information about a child to anyone outside the school without consent unless the law and our rules allow us to or as envisaged by this privacy notice.

National Pupil Database

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/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/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, please contact:-

Mrs Sue Grinnell , School Business Manager through the main school switchboard, email office@aylesford-elearning.net or by letter to the school address.

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. Please contact Mrs Sue Grinnell , School Business Manager through the main school switchboard, email office@aylesford-elearning.net or by letter to the school address. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you require more information about how the LA and/or DfE store and use your child's information, then please go to the following websites:-

<http://www.warwickshire.gov.uk/schoolprivacynotices> and <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites a copy can be sent to you. Please contact as follows:-

Business and Commissioning Intelligence Service, Warwickshire Local Authority,
Performance Business Unit, Resources Group, Saltisford Office Park Ansell Way Warwick
CV34 4UL

Website: <http://www.warwickshire.gov.uk/schoolprivacynotices>

Email: businessintelligence@warwickshire.cog.uk

Public Communications Unit, Department for Education, Sanctuary Buildings
Great Smith Street London SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288