



Privacy Notice - How we use pupil information

Version 5 – August 2023

Owner: Brent Council Data Protection Officer on behalf of Brent River College

Review Date: August 2024

Version control table

Version Number	Date	Purpose / Change	Reviewer / Authoriser
1.0	12/03/2018	Original Procedure	LB Brent Data Protection Service
2.0	12/06/2019	Update	LB Brent Data Protection Service
3.0	30/04/2021	Update to DPO and updates regarding COVID-19 and other legislations	LB Brent Data Protection Service
4.0	31/08/2022	Annual Review and updates regarding COVID-19 and other legislations.	LB Brent Data Protection Service
5.0	31/08/2023	Annual Review	LB Brent Data Protection Service

Privacy Notice – Letter Template for Pupils – How we use your information

Using this template

This template has been developed using the Information Commissioner's Office (ICO) privacy notice guidance and the Department for Education's privacy notice model documents.

Read through this document and make changes as instructed in [.....]

Please email school.dpo@brent.gov.uk with any feedback or questions.

Use this template to generate letters/leaflets for your pupils and parents.

How we use your information

Our privacy notices explain what to expect when Brent River College collects personal information.

We are writing to you to help you understand how and why we collect personal data about you and your child. It also explains the decisions that you can make about your own information.

What is Personal Data?

Personal data is information that identifies you or your child as an individual, either directly or indirectly. This includes your contact details, next of kin, and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal data.

In this notice Brent River College 364b Stag Lane, NW9 9AE and Poplar Grove Centre HA9 9DB is the data controller as defined by Data Protection legislation.

Our Data Protection Officer is:

Brent Data Protection for Schools Service

020 8937 2018

school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

How and Why Does the School Collect Personal Data?

We obtain information about you from admissions forms [and from your child's previous school]. We may also get information from professionals such as doctors and from local authorities.

Information is also received by the School directly from you. For example, you might email us with information about your marital status or provide us with documents such as Court Orders.

We collect this information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School, and ensure that all relevant legal obligations of the School are complied with.

Here are some examples:

- We may have information about any family circumstances which might affect your child's welfare or happiness;
- We ask if any of your child's immediate family members have special educational needs because in some cases these can be hereditary. The School can then use this information to assist your child;
- We may need information about any Court Orders or criminal petitions which relate to you;

- We use CCTV to make sure the school site is safe.
- We may keep details of your address when your child leaves the School so we can keep in touch with your child and send relevant information about the school and find out how your child is progressing.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil 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)
- If your child is ill, isolating, shielding and whether there is a suspected or confirmed case of COVID-19
- If your child is living with a clinically extremely vulnerable person
- Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- protect pupil welfare
- to comply with the law regarding data sharing
- to meet the statutory duties placed upon us for DfE data collections
- The lawful basis on which we use this information

We collect and use information under one or more of the following legal basis.

- Legal obligation – we need to process your information to comply with the law
- Public task – we need to process your information to carry out the task to provide you with an education
- Contract – we need to process your information as part of a contract such as contract of employment
- Consent – we need your permission to use your information

Where we require consent to use your information we will make it clear when we ask for consent, and explain how to go about withdrawing your consent.

We collect and use pupil information under section 537A of the Education Act 2002, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the UK General Data Protection Regulation (UK GDPR):

We collect and use special categories of information for the following reason:

- The processing is necessary for reasons of substantial public interest.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, for example data collection forms and registration forms, some of it is provided to us on a voluntary basis. Pupil data is essential for the schools' operational use. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for 25 years after their date of birth. For more information on our data retention schedule and how we keep your data safe, please request to view our Records of Processing Activity document.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School nurse and / NHS
- Police

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Pupil data is shared securely via tracked postage or secure mailing systems.

We share pupils' 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 pass information about our pupils to the Department for Education (DfE) under regulation 4 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-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 2002.

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.

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/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, contact the School's data protection officer via e-mail at school.dpo@brent.gov.uk, with proof of identity.

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:

Vivien Dean, Head Teacher
Brent River College
364b Stag Lane
NW9 9AE
020 8937 3763