

The Phoenix Collegiate



GDPR privacy notice for students and their families

Issued by/responsible person: Roopinder Shubh	Issue No: 2	Review frequency: every year
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Approval requirement agreed at FGB: this policy needs to be approved by Leadership and Management portfolio		

Introduction

At Phoenix, we have a duty to inform our students and their families of how we process the data that is in the school's control – this is done through providing students and their families with a privacy notice. A privacy notice ensures that the requirements of the GDPR are met by communicating how personal data relating to students and their families is processed.

What data is collected?

The categories of student information that the school collects, holds and shares include the following:

Personal information – e.g. names, student numbers and addresses

Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility

Attendance information – e.g. number of absences and absence reason.

Assessment information e.g. national curriculum assessment results

Relevant medical information

Information relating to SEN

Safeguarding information - important information that helps us to keep you and your child safe from harm.

Behavioural information – e.g. number of temporary exclusions

Photography - Using photographs of your child counts as processing your personal data. Before we take or use any photographs, we will ask your child (if they're old enough) or a parent/carer to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. In most cases, the consent of parents will be sought prior to the processing of their data, except where the processing is related to preventative or counselling services offered directly to a child.

How do we collect your information?

These are the ways we use to collect your information:

- School registration forms
- Information sent from your old school (sometimes called a common transfer file (CTF))
- Child Protection Plans

Why do we collect and use your information?

Phoenix Collegiate holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 7 and Article 9 of the DPR Education Act 1996

How do we use your information?

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

How long is your data stored for?

Personal data relating to students at Phoenix Collegiate and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share some students' data with the DfE on a statutory basis. The National Student Database (NPD) is managed by the DfE and contains information about students in schools in England. Phoenix Collegiate is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.

- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Phoenix Collegiate will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- Students' destinations upon leaving the school
- The Local Authority (LA)
- The NHS

Once our students reach the age of 13, we are required by law to pass on certain information to our LA or Connexions, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents/carers, and any information necessary to support the services, e.g. school name, ethnicity or gender.

- Parents/carers are able to request that only their child's name, address and date of birth are passed to the LA or Connexions, by informing Phoenix Collegiate via email or letter. Once students reach 16 years of age, this right is transferred to them, rather than their parents/carers. For more information regarding services for young people, please visit our LA's website: www.sandwell.gov.uk.

We are also required to pass certain personal information to careers services once students reach the age of 16.

What are your rights?

Parents/carers and students have the following rights in relation to the processing of their personal data.

- Be informed about how Phoenix Collegiate uses your personal data.
- Request access to the personal data that Phoenix Collegiate holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted. Object to your personal data being processed.

- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Who processes your information?

Phoenix Collegiate is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. The Data Manager and Compliance Officer act as representatives for the school with regard to its data controller responsibilities. The data protection officer's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. They can be contacted on info@phoenix.sandwell.sch.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Phoenix Collegiate upholds are imposed on the processor.

If you have a concern about the way Phoenix Collegiate and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.aspirebelievesucceed.com) or download our GDPR Data Protection Policy.