



Penistone Grammar School

Privacy Notice

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1. What Categories of Information are Processed?

- 1.1. The categories of personal information that we process include the following:
- **Personal identifiers and contacts** – e.g., name, unique pupil number, contact details and address
 - **Characteristics** – e.g., ethnicity, language and eligibility for free school meals
 - **Safeguarding information** – e.g., court orders and professional involvement
 - **Special educational needs and disabilities (SEND) information** – e.g., any additional needs
 - **Medical and administration** – e.g., doctors' information, general health, dental health, allergies, medication and dietary requirements
 - **Attendance** – e.g., sessions attended, number of absences, reasons for absences and any previous schools you have attended
 - **Assessment and attainment** – e.g., any relevant test and exam results
 - **Behavioural information** – e.g., exclusions and any relevant alternative provision put in place
 - **Trips** – e.g., name, contact details, medical information

This list is not exhaustive, to access the current list of categories of information the school processes, please see the school's Data Asset Register, which can be requested via email to enquiries@penistone-gs.uk.

2. Why Do We Collect and Use Your Information?

- 2.1. We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:
- To support student learning
 - To monitor and report on pupil attainment and progress
 - To provide appropriate pastoral care
 - To assess the quality of our services
 - To keep students safe
 - To meet legal duties placed on us by the Government



- 2.2. Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:
- Contract
 - Legal obligation
 - Vital interests
 - Public task
 - Legitimate interests
 - For the purposes of enabling us to deliver education to students, and the administration of this. This includes information that you provide over the telephone, on forms, by email, in letter, in person and online. We will only collect information that is necessary and required by law, and we will explain the reasons for this at the time of collection.
 - For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

3. How do we collect your information?

- 3.1. We will collect your personal information via the following methods:
- Home School Agreements/Registration forms
 - Common Transfer File (CTF) from your previous school
 - Child Protection Plans
 - Information updates provided via email, in letters and in person and from consent forms
- 3.2. Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

4. How do we store your information?

- 4.1. We hold your personal information securely for a set amount of time shown in the School's Records Management Policy. For more information about how we keep your information safe, please see the school's Data & E-Security Breach Prevention & Management Plan.

5. Who Do We Share Your Information With?

- 5.1. We routinely share your information with:
- The Local Authority (LA)
 - The Department for Education (DfE)
 - Schools that you go to after leaving us
 - The School Nursing and Vaccination Team
 - The School Photographer
 - Careers Inc.
 - ParentPay
 - Bromcom
 - CPOMS

6. Why Do We Share Your Information?

- 6.1. We do not share information about you with anyone without your consent unless the law and our policies allow us to do so.
- 6.2. Once our pupils reach the age of 13, we pass pupil information to our Local Authority (LA) and/or provider of youth support services because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996.
- 6.3. Sharing this information allows them to provide the following services:
- Youth support services
 - Careers advisers
 - Post-16 education and training providers



- 6.4. The information we share is limited to the pupil's name, address and date of birth; however, where a parent has provided their consent, other relevant information will be shared – this right to consent is transferred to pupils once they reach 16-years-old. The youth support services stores and retains this information in line with their policies.

7. Department for Education (DfE)

7.1. The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

8. Department for Education (DfE)

- 8.1. The student data that we lawfully share with the DfE through data collections:
- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
 - Informs 'short-term' education policy monitoring and school accountability and intervention.
 - Supports 'longer-term' research and monitoring of educational policy, e.g., how certain subject choices go on to affect education or earnings beyond school.
- 8.2. To find out more about the data collection requirements placed on us by the DfE, e.g., via the school census, click [here](#).

9. The National Pupil Database (NPD)

- 9.1. Much of the data about pupils in England goes on to be held in the NPD.
- 9.2. The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.
- 9.3. Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

10. Sharing by the DfE

- 10.1. The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:
- Schools
 - LAs
 - Researchers
 - Organisations connected with promoting the education or wellbeing of children in England
 - Other government departments and agencies
 - Organisations fighting or identifying crime
- 10.2. Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.
- 10.3. For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
 - <https://www.gov.uk/government/publications/dfе-external-data-shares>



11. How to find out what personal information the DfE holds about you

- 11.1. Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:
- If it processes your personal data.
 - For a description of the data it holds about you.
 - The reasons it is holding your data and any recipient it may be disclosed to.
 - For a copy of your personal data and any details of its source.
- 11.2. To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- 11.3. You can also contact the DfE directly using its online contact form by following this link:
<https://www.gov.uk/contact-dfe>.

12. What Are Your Rights?

- 12.1. You have specific rights to the processing of your data; these are the right to:
- Request access to the information the school holds about you.
 - Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
 - Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
 - Have your personal data rectified if it is inaccurate or incomplete.
 - Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
 - Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- 12.2. If you want to request access to the personal information that we hold about you, please contact Mrs J Taylor, Executive Assistant (jtaylor2@penistone-gs.uk).
- 12.3. If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.
- 12.4.

13. Updating This Privacy Notice

- 13.1. We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.
- 13.2. This privacy notice was last updated in the Spring Term of 2022.

14. How Can You Find Out More Information?

- 14.1. If you would like to discuss anything in this privacy notice, please contact, Mrs J Taylor, Executive Assistant (jtaylor2@penistone-gs.uk).
- 14.2. If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#), the Gov.uk [website](#), or download our Data Protection Policy and Records Management Policy.





Penistone Grammar School

Achieving Excellence through a Values Driven Education

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