



PRIVACY NOTICE

for
St John's Catholic Comprehensive School

2017/18

| | |
|------------------------------------------------------------------------------------------------|-----------|
| Approved/reviewed by | |
| Signature:  | |
| Name: Matthew Barron | |
| Date of next review | July 2018 |

This policy is reviewed annually to ensure compliance with current regulations

Privacy Notice - Data Protection Act 1998

We, **St John's Catholic Comprehensive School**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Kent County Council and the Learning Records Service.

How we use your personal information

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,
- Support you once you decide what to do after you leave school and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, nationality, country of birth, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken. Data collected in Year 10,11,12 and 13 and how it is used is detailed below.

Supporting you plan your future

How we share data collected in Year 10, 11, 12 and 13 with Kent County Council

The information **St John's Catholic Comprehensive School** collects from you during Year 10, Year 11, 12 and 13 may be shared with other organisations in order to provide you career and other guidance and for administrative, statistical and research purposes relating to education and training.

Information we have to pass on by law

We are required by law to pass some of your information to Kent County Council (KCC) as part of the Intended Destination, September Guarantee and Annual Activity processes. This is to assist KCC fulfil its legal obligation under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. KCC are then required to share this information with the Department of Education.

We share the following information about you:

- What you are intending to do after Year 11 in terms of education, training or employment (your Intended Destination).
- Which post-16 provider made you an offer of a place on a course at the end of Year 11 or Year 12 if you stayed at this school after Year 11 (referred to as the September Guarantee).
- What your destination is after you leave Year 11 or Year 12 or Year 13, if we are aware of this (as part of the Annual Activity Survey). This could include sixth form at this school.

Information KCC may share with us once you have left school

Kent County Council has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). The purpose of collecting this information is to assist the planning of education and training for young people and the support services they require. Some of this information is then shared with the Department of Education who use the information to plan at a national level.

Kent County Council will, if you allow, inform us, **St John's Catholic Comprehensive School**, of your current activity once you have left the school. This is in relation to education, training, employment with training you may be undertaking and whether you are NEET (Not in Education, Employment or Training).

The purpose of this is to:

- Enable us, **St John's Catholic Comprehensive School**, to offer support should you become NEET
- Check that the education we provide is enabling students to make a positive progression once they leave the school
- Help plan support and education for future students.

Information that may be shared with other schools and colleges

Some of the information we collect from you during Year 10 and 11 and as part of the Intended Destination, September Guarantee and Annual Activity processes may also be shared with EFA funded post-16 providers (hereafter referred to as 'post-16 providers') who deliver in Kent.

These providers are listed on www.kentchoices4u.com.

These providers could offer you a progression route and support your transition into post-16 education, training or employment with training.

To support your transition to post-16 education and to support planning for future learners we, or KCC, may also need to share further information on you directly with post-16 providers after you have enrolled, this includes:

- Whether you are NEET and may need support finding an education/training/employment opportunity
- Your activity after leaving a FE College after Year 12 or 13
- Your attendance record at school
- Whether you have been excluded from school
- If you have any special educational needs
- Whether you are looked after/or a care leaver
- Whether you are a carer
- Whether English is an additional language for you
- Whether you are a traveller
- Whether you receive free school meals, and
- Whether you are currently supervised by the Youth Offending Team.

You have a choice about what information is shared after you turn 16.

You can ask that:

- **No** information beyond name, address and data of birth be shared with KCC or
- **No** information about your current activities once you have left school be shared with us and or
- **No** information to be shared with post 16 providers in the future.

Even after consent is given you can change your mind and to do this, please contact **St John's Catholic Comprehensive School** to let them know which information you do not want to be shared. This is to be in writing addressed to Mrs D Fisher.

Alternatively you could contact the Management Information Team at KCC, management.information@kent.gov.uk

How we keep your information safe

Both **St John's Catholic Comprehensive School** and KCC keep information about you on computer systems and also sometimes on paper. We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Youth support services

What is different about 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 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / 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.

Our 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

For more information about services for young people, please visit our local authority website.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 Mr M Barron

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Need to know more about how we process your information?

If you need more information about how **St John's Catholic Comprehensive School** uses your information or to see a copy of your information, please contact **Mrs K Syrett**.

If you would like to get a copy of the information about you that KCC shares with the Department for Education or post-16 providers or how they use your information, please contact:

Information Resilience & Transparency Team

Room 2.71

Sessions House

Maidstone

Kent

ME14 1XQ

dataprotection@kent.gov.uk

You can also visit the KCC website if you need more information about how they use and store your information. Please go to:

http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx

Need more information about young peoples' services?

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the KCC website at www.kent.gov.uk