



Privacy Notice

Laurence Jackson School collects and uses student information to enable us to deliver the best academic and pastoral support to students attending our school. We are committed to being transparent about how we collect and use that information to meet data protection obligations under the General Data Protection Regulation. Our Privacy Notice relates to our use of student information of past, present and potential future students.

Collecting student information

Information is collected through the application process and previously attended educational establishments, telephone conversations, letters home, email messages, the School Gateway parental portal, biometric equipment and future educational establishments. To find out more about the data collection requirements placed on us by the Department for Education (DfE) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. The categories of student information we collect, use and share include:

- Name, address, date of birth, gender, photograph and contact details including parental email address and telephone number
- Information relating to ethnic origin, native languages, religion or similar beliefs
- Information relating to previous education history including the previous educational institutions attended and any courses that may have been completed, dates of study and assessment results
- Information about family or personal circumstances, where this is relevant to provide students with appropriate pastoral care. This includes emergency contact details and eligibility for free school meals
- Sensitive personal information may be collected where it concerns health, medical conditions, including dietary requirements, or Special Educational Needs (examination access arrangements and other learning support requirements) and behavioural conditions.
- Attendance information, including sessions attended, reasons for absence and subsequent actions taken
- Records relating to assessments of student work, progress through studies, details of examinations taken, predicted and actual examination grades and assessment results
- Biometric data. A saved 'finger enrolment' is simply a long unique number created by an algorithm which reads between 50 and 130 points on the finger. It is not possible to rebuild a forensic style 'fingerprint' from this information.
- Information relating to student use of school IT services such as a record of equipment and applications used, websites visited and documents accessed, printed or deleted
- Destination data and post 16 learning information
- CCTV imagery captured on school grounds

Why do we use this information and what is the lawful basis for doing so?

We use student information in order to meet our legal obligation and for our own legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Reasons we use student information include:

- To facilitate the admissions process
- Administration and provision of teaching and learning (e.g. organising classes, monitoring attendance, mapping progress, arranging academic support, obtaining student feedback)
- Management and delivery of pastoral support (e.g. offering careers and employability opportunities, promoting student welfare, dealing with concerns, documenting student behaviour)
- Administration of access to catering, IT services, library facilities, and enrichment opportunities
- Implementation of administrative tasks to facilitate general school operation

We may also seek parental consent for additional specific activities chosen to provide a positive, aspirational learning environment where school shares student information with carefully selected external organisations such as to create individual user accounts within online learning resources to enhance student engagement and enjoyment during learning or online administration services enabling us to operate more effectively and efficiently. Where we have obtained consent to use student information, this consent can be withdrawn at any time and we will make this clear at the time of request.

Sharing student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We are required to share information about our students with our local authority (LA) and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and also contributes to the National Pupil Database (NPD), owned and managed by the DfE.

The DfE may share information about our students 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

For information about which organisations the DfE has provided student information, and for which project, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

There are instances when we routinely share student information with verified external organisations to best support them during their time at school, a change of school, or to support their transition into Further Education, employment or training. Such sharing may include, references, career aspirations or information gathered from enrichment such as work experience, academic pursuits or extra-curricular activities. These may be shared with the LA and approved youth support services, careers advisers and other future post-16 educational or training institutions under section 507B of the Education Act 1996.

Through our legitimate interests in maintaining the wellbeing of our students, we also share medical information with the NHS, school nurse and CAMHS service; and behavioural and safeguarding information with the CPOMS safeguarding portal, the Police and the anti-social behaviour leader. Personal information will not be transferred to countries outside the European Economic Area unless data protection law allows us to do so.

Who has access to student information?

Access to personal information is restricted and is only shared on a need to know basis as and when required. Internally, specific members of staff have access to student information to provide efficient and effective school operation and to ensure we meet our duty of care.

How do we protect student information?

The security and integrity of student information stored on both digital and paper systems is considered paramount. We develop and follow appropriate policies and apply suitable controls to ensure that student information is not unlawfully accessed or used, accidentally, unintentionally or unnecessarily disclosed, lost, destroyed, misused or misplaced; and is not accessed by any person except by our employees in the performance of their duties adheres to the data protection principles set out in Article 5 of the GDPR and section 83-89 DPA 2018.

Where we engage third parties to process student information on our behalf, they do so on the basis of written instructions under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security and integrity of student information in strict compliance with the GDPR following our stringent diligence process.

How long do we keep student information?

We are required keep some forms of personal information for longer than others. Necessity determines data retention periods to ensure personal information is not held for longer than required. Retention is aligned with current legislation and best practice employed in an educational setting.

Requesting access to your information

Under the GDPR, parents and students have the right to request access to information about them that we hold. To make a request for your information, or be given access to your child's educational record, contact the Data Protection Officer, Laurence Jackson School, Church Lane, Guisborough, Redcar and Cleveland, TS14 6RD.

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

Concerns

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/>

What happens if you do not provide information?

Whilst the majority of student information requested by school is mandatory as it is necessary for the effective delivery of the student educational experience and for our operation, there is some information that can be provided voluntarily. We will inform you whether you are required to provide certain student information to us or if you have a choice in this. If you are concerned about the provision or use of any information we have asked for please contact us for clarification.
