



CHATHAM & CLARENDON GRAMMAR SCHOOL

Privacy Notice for Students

Privacy Notice (How we use student information)

The categories of student 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)
- Assessment and Achievement information
- Relevant Medical information
- Additional Educational Needs information (including information relating to behaviour, exclusions and special educational needs)
- Post 16 learning information
- Contact information for next of kin and family members

Why do we collect and use this information?

We use the student data:

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

The lawful basis on which we use this information

We collect and use student information in accordance to the Education Act 1996 and the Data Protection Act 1996 (including the lawful basis for collecting and using pupil information for general purposes as detailed in Article 6, and Article 9 where data processed is a special category data under the GDPR 2018) this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

When students reach the age of 13, the law requires us to pass on certain information to Kent County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to Kent County Council by informing the School Business Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website: <http://www.kent.gov.uk/>

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the School Business Manager cfreeman@ccgrammarschool.co.uk .

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulations 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit: our local authority at <http://www.kent.gov.uk/>; or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

If you have any concerns or queries relating to this Privacy Notice, please contact the School's Data Protection Officer, Mrs R Wilding at gdpr@ccgrammarschool.co.uk or at Mrs R Wilding, Data Protection Officer, Chatham & Clarendon Grammar School, Chatham Street, Ramsgate, Kent CT11 7PS.