

CARFAX

COLLEGE

DATA PROTECTION POLICY AND PRIVACY STATEMENT: **PUPIL AND PARENT PERSONAL INFORMATION**

1. Purpose of the document

Carfax College is committed to protecting and respecting your personal data. The data that we gather and hold is managed in accordance with the General Data Protection Regulations (GDPR) 2018. This privacy policy explains how we use any personal information that we collect about you when you engage with any of our activities or services, with effect from 25 May 2018.

Carfax College is a “data controller”. This means that we are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to our pupils and parents. This notice does not form part of any contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that Pupils and their Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you.

2. Data protection principles

We will comply with data protection law, which says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

3. What data do we process?

3.1 The following are categories of **pupil data** that we process:

- personal identifiers and contacts (such as name, candidate number, contact details and address)
- characteristics (such as ethnicity, and language)
- safeguarding information (such as court orders and professional involvement)

- special educational needs (including details of specific needs)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as GCSE results, mock examination results, effort and progress grades from monthly report forms)
- behavioural information
- incidents and details of any relevant sanctions, monthly report information.)

3.2 The following are categories of **parent data** that we process:

- name
- home address
- contact details: telephone numbers, and personal email addresses.
- national insurance number
- bank account details

4. Why we collect and use pupil and parent information

We will only use your personal information in order to do the following:

- where we need to perform the contract we have entered into with you.
- where we need to comply with a legal obligation.
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- where we need to protect your interests (or someone else's interests)
- where it is needed in the public interest or for official purposes

Most commonly, we will use your personal information in the following circumstances:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to monitor and safeguard child welfare
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- To report on pupil attendance, in accordance with duties placed upon us by the UKVI.

5. How we use “special categories” of data

“Special categories” of particularly sensitive personal information require higher levels of protection. Special category data can include information on a pupil or parents’ race, ethnicity, spoken language or nationality.

- special category data is collected and processed for use in the submission of the school census

returns, including a set of named pupil record. This is a statutory requirement on schools under Section 537A of the Education Act 1996 and processing of this data is necessary for reasons of substantial public interest.

6. How we collect pupil information

- during initial admissions enquiry
- provided by the agent appointed on behalf of the parent
- from registration forms at the start of the school year
- collected during enrolment
- secure file transfer from previous school
- secure file transfer from Oxfordshire Special Educational Needs Team or other third party referrer
- information collected during the course of the pupils' time at the College.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

7. How We Retain Your Personal Data and Keep It Secure

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our **retention policy** which can be obtained by emailing the data officer.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

We use reasonable organisational, technical and administrative measures to keep any information collected and/or transmitted to us secure. This includes the use of HTTPS with TLS (Transport Layer Security), which encrypts transmitted data, however, no data transmission or storage system can be guaranteed to be 100% secure.

8. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us – to provide a successful transition
- The local education authority – for monitoring reasons
- the Department for Education (DfE) and OFSTED – for ensuring compliance and safety and welfare of our pupils
- The NHS, or other medical services, to ensure that our boarding pupils get medical treatment where needed.

9. 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 dataofficer@carfax-oxford.com

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
- a right to seek redress.

If you have a concern or complaint 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/>

10. How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

11. Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

12. Contact

If you would like to discuss anything in this privacy notice, please contact: dataofficer@carfax-oxford.com