



Policy Document

Marple Hall School Privacy Notice (Freedom of Information Publication Scheme)

Staff responsible for policy: Helen Harris

Date reviewed: Spring 2017

Date approved by Governors:

Signed by Chair of Committee:

Signed by Headteacher:

Date for next review: Spring 2019



MARPLE HALL SCHOOL

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

Marple Hall School is 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, local authority and/or the Department for education (DfE). We process this personal data and use it to:

- Assist families by providing information to families to enable them to make a considered choice when accessing educational placements for their child(ren) including the appeal process if necessary
- Provide appropriate support and pastoral care including access to relevant support services that may be required
- Improve services that impact on children's outcomes by assessing the data
- Monitor and report on children's progress, and
- Assess how well schools, services and the Local Authority as a whole are doing
- Improve our service to parents via third party providers.

This information includes contact details, national curriculum assessment results, attendance information, any exclusion information, family benefit information as it relates to free school travel / uniform, free school meal eligibility, Pupil Premium, housing information related to admissions, information provided by the family / school / other agencies related to complaints and personal characteristics such as your ethnic group, any special educational needs, relevant medical information and details of services provided. If you are enrolling for post 14 qualifications your unique learner number (ULN) will be provided by the Learning Records Service and the school may also obtain from it details of any learning or qualifications you have undertaken.

Who we share data with:

We will not give information about you to anyone outside this establishment without your consent unless the law and the school's policies permit it. We are committed to improving our service to parents and carers and will share the minimum information required with carefully selected partners in order to facilitate the operation of core services used by the school. We are required by law to pass some of your information to the Local Authority (LA) for monitoring, tracking and provision of appropriate services, and to the Department for Education (DfE). The LA and the DfE in turn are required to share some information with trusted partners including local NHS Trusts and other local authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possible to children and young people. For further details, please refer to the section "Where to Find Further Information" in this notice.

Stockport Council's Public Health Services uses information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. This particularly includes information from School Nursing services including immunisation and NCMP (National Child Measurement Programme). The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require School Nurses and Public Health Services to maintain details of pupils' names and demographic information for this purpose, for a period designated by the Department of Health following the weighing and measuring process. Pupils' information will be provided by Stockport Council to the School Nurses. Public

Health Services may also provide individual schools and LAs with aggregate information on pupils' height and weight.

Stockport Family

Stockport Family provides integrated children, young people and family services in Stockport and have dedicated teams that support children and young people who are not participating (or at risk of not participating) in learning. The teams work with children and young people aged 5 to 19 (25 for young people with disabilities). These services include the assessment of any special educational needs and the commissioning of associated provision that the young person may require. Pupil information will be used to ensure the Local Authority is able to provide the best service possible to young people.

Secondary Schools

For young people aged 13 or over, the school is required by law to pass on certain information to Stockport Council who have responsibilities in relation to the education or training of 13-19 year olds. This includes the names and addresses of you and your parent(s) (and your date of birth) and any further information relevant to the support services' role. Stockport Council may also share data with post-16 providers to secure appropriate support on entry to post-16 provision. Where data is shared, it should include information on free school meal eligibility. However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) is processed. This right transfers to you on your 16th birthday. Please inform the **Business Manager** if this is what you or your parents wish.

Team Around the School

The Stockport Family Team Around the School (TAS) is a partnership between schools, Stockport Family and key external agencies that provide support to families. The purpose of the TAS is to respond to and identify early, support needs for children, young people and their families within the school. Schools and key agencies will follow local agreements and Government guidance on information sharing when considering exploring, support available from the TAS. TAS members may include professionals who work within or are linked to the schools to provide specific services.

Our Careers Guidance is currently sourced from Stockport MBC and the details provided are minimal and appropriate to support your son/daughter in their discussions about their future plans. Where students on Year 10 wish to take part in work experience, limited data is passed to a third party, Our Futures.

If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- **Business Manager**

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil 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 Data Protection Act 1998.

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 pupil 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) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

14-19 Education and Training

14-19 Services uses information about young people for whom it provides services to carry out specific functions for which it is responsible. These services include the assessment of any special educational needs that the young person may have and any forward planning. It also uses the information to derive statistics to inform decisions on school/college/training provider funding, assess performance and target setting. Data is exchanged through safe data transfer mechanisms. 14-19 Services may use individual, group or global data as appropriate to carry out its functions.

If you are enrolling for a collaborative post-14 programme, for example, a work placement or work experience, the school or Local Authority may share data with the delivery centre. The delivery centre could be another school or college or employer within Stockport or the surrounding area. This data will be used for the same purpose as outlined above. It may also include information about the health details of the individual in order to provide an appropriate risk assessment for the placement. The information required may include contact details, assessment results, attendance information, personal characteristics and unique learner number as well as a copy of their Curriculum Vitae, if appropriate.

14-19 Services gives information to and receives information from the Skills Funding Agency and the Education Funding agency. The Chief Executive of the Skills Funding Agency uses information about pupils aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes in order to evaluate and develop education policy and monitor the performance of the education service as a whole. The Skills Funding Agency website is www.skillsfundingagency.bis.gov.uk

The Education Funding Agency uses information about pupils for statistical purposes, to evaluate and develop education policy and monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The EFA or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

The following website gives further details on how this information is held and the standards you can expect in relation to personal information:

<https://www.gov.uk/government/organisations/department-for-business-innovation-skills/about/personal-information-charter>

The Apprenticeships Store collects data from all visitors to the store who agree to give their information. All visitors sign to state whether they agree with data sharing with relevant agencies and if they wish to be contacted for marketing purposes of apprenticeship vacancies. This data is also used for analytical and statistical purposes.

Where to Find Further Information

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- <http://www.stockport.gov.uk/services/councildemocracy/yourcouncil/freedomofinformationdataprotection/dataprotection/privacynotices>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>