



## PRIVACY NOTICE and GENERAL DATA PROTECTION REGULATION (GDPR)

### How we use student information

#### Why do we collect and use student information and Legal Basis for Using Information

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the student data:

- As part of our admissions process
- To support student teaching and 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
- To access our school meals, payments and school communication system
- To support you to decide what to do after you leave school

#### Categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number and contact details)
- 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)
- National curriculum assessment results, special educational needs information, relevant medical information
- Biometric finger prints for school meals

### Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us, or if you have a choice in this.

### Storing student information

The John Frost School keep information about you on computer systems and also sometimes on paper.

We hold your education records securely (computerised and paper) in accordance with guidance issued by the Local Authority regarding document retention i.e. to comply with legal requirements e.g. date of birth plus 25 years for prime documents linked to safeguarding, SEN, Educational Psychology, School Admissions, EWS and 7 years for PLASC counts, class counts, SEN registers, School Action Plans, GEMS intervention referrals, admissions reports, school meals reports etc. after which they are safely destroyed. Biometric fingerprint data is destroyed as students leave school in years 11, 12 and 13.

Access to the school's IT and Data Systems is restricted to authorised individuals only and is underpinned and protected by our Information Retention and Disposal Policy and Acceptable Usage Policy. Access is logged and routinely monitored to protect users and the integrity and security of systems and data.

The John Frost School adheres to the following retention periods for computer held personal data:

- Student home drives and mailboxes are retained for a period of 1 calendar year.
- Staff home drives and mailboxes are retained for a period of 5 calendar years.
- System and web filter logs are retained for a period of 1 calendar year with the exception of print logs which are held for a period of 1 calendar year and 1 month.
- CCTV Footage is retained for a period of 1 month.
- Phone records/messages are retained for a period of 7 days.
- We have a third party arrangement with a catering partner to access information for school meal purposes. This information is held on a computerised system and is accessed by the catering staff but not shared. Biometric fingerprint information is destroyed as students leave school. Basic student information is retained on our SIMS system (School Management Information System) and retained for a period of 25 years.

Where data resides on third party systems e.g. Google Apps, contracts exist to ensure data security, integrity and retention periods match legislation with The John Frost School in house systems.

All system backups are encrypted and are held in multiple, physically secure locations as part of the school's Emergency Plan.

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, are legally required to do so or the data is required for operational purposes.

Paper records are held in lockable cabinets. All visitors to site are logged into a visitors' access system. Control to areas where records are stored is restricted – students and visitors are not permitted to access any such area unless required and under the supervision of a staff member.

### **Who do we share student information with?**

We routinely share student information with:

- Other Schools or colleges that students attend after leaving us
- Our local authority (Newport City Council) and the Education Achievement Service (EAS)
- Welsh Government

### **Why we share 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 share students' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the Welsh Government (for example; PLASC and post16 data, go to:

<http://gov.wales/topics/educationandskills/schoolhome/schooldata>).

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

### **Requests for Information**

All recorded information held by the School may be subject to requests under the Freedom of Information Act 2000, and the General Data Protection Regulations. If you would like to submit a Freedom of Information / Subject Access Request, you can e-mail us. Subject Access Requests will be dealt with within one month

(including weekends) of the date of receipt by the school. Please note that no charge is made for this information. Requests should be marked for the attention of Richard Gauregui and e-mailed to: [post@thejohnfrostschoo.co.uk](mailto:post@thejohnfrostschoo.co.uk)

## Your Rights

The Data Protection Act/GDPR gives you a number of rights. Please note that not all of your rights are absolute and we will need to consider your request upon receipt.

You have the right to request;

- to have your data rectified if it is inaccurate or incomplete.
- to have your data erased.
- to restrict the processing of your data.
- to exercise your right to data portability.
- to object to the processing for the purposes of direct marketing, profiling and automated decision making.

We may share your personal data with other internal and external partners and agencies for the purposes of progressing you onto further education, employment or training.

The partners/agencies that we will share with are Newport City Council, Careers Wales, Coleg Gwent and local training providers.

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 by contacting the School contact detailed below or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

## Contact:

If you would like to get a copy of the information about you that Newport City Council provides to other providers contact: Jodi Pontin on telephone: (01633) 210100 or Email: [Jodi.pontin@newport.gov.uk](mailto:Jodi.pontin@newport.gov.uk)

If you would like to discuss anything in this privacy notice, please contact: Richard Gauregui [post@thejohnfrostschoo.co.uk](mailto:post@thejohnfrostschoo.co.uk) who will be pleased to assist.

## ADDENDUM – September 2020

### Collecting attendance and personal characteristics data from schools from September 2020

We collect a wide range of data about you on an annual basis, and this is explained in more detail in this privacy notice.

Due to the Covid-19 pandemic and schools having to adapt to new ways of working, we need to be able to collect attendance data more frequently than once a year. Collecting up to date information will support us and provide the evidence we need to understand the impact of the Covid-19 pandemic on attendance and how we can support schools.

#### How frequently are we collecting this data?

We will keep the frequency of collection under regular review. Initially the data will be collected every week but we may need to collect the data more regularly.

#### For which students are we collecting data?

We are collecting data for every student in a maintained school as at September 2020.

#### What information are we collecting?

We are collecting the following information about you every week:

- UPN
- Forename
- Middle name(s)
- Surname
- Gender
- DOB
- Home postcode
- Ethnic background
- Eligibility for free school meals
- Additional learning needs
- English as an additional language
- Attendance code for each half day session in that week

#### Why are we collecting this information?

This information is needed as a key part of our response and planning during the ongoing Covid-19 pandemic. The data will be collected every week to ensure that the latest data is available to inform our response. The data will be used for statistical and research purposes only and no decisions will be made about you using this data.

#### How will we use this information?

We will use the data in the same ways that we have listed in our main privacy notice (see above)

#### Will we be sharing the data?

We may share this information with those organisations listed in the main privacy notice (see above)

#### How long will we keep the information about you?

We will keep the data that identifies you until you are 25 years old.

#### What is the legal basis for collecting this data?

Section 538 of the Education Act 1996 provides the legal basis for collecting this data. This requires schools to make such reports and returns, and give such information, to Welsh Ministers as they may require for their functions in relation to education.

#### Your rights under the GDPR

Your rights are explained in full in the main privacy notice above.