

Privacy Notice

Parents and Carers



Under data protection law, individuals have the right to be informed about how the College uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'fair processing notices') to individuals when we process their personal data.

This Privacy Notice explains how we collect, store and use personal data about students.

The Spires College, Westlands Lane, Torquay, TQ1 3PE, is the 'data controller' for the purposes of data protection law. The Spires College is registered with the ICO under the Data Protection Act. Our registration number is ZA159941.

Our Data Protection Officer (DPO) is Jane Richardson.

What information do we collect about students?

Personal data that we may collect, use, store and share (where appropriate) about students includes, but is not restricted to:

- ▲ personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- ▲ characteristics (such as ethnicity, language, and free school meal eligibility)
- ▲ safeguarding information (such as court orders and professional involvement)
- ▲ special educational needs (including the needs and ranking)
- ▲ 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 (GCSE and Level 2 results, A level and Level 3 results, internal assessments, progress and quality of work data)
- ▲ behavioural information (such as exclusions and any relevant alternative provision put in place)
- ▲ photographs and CCTV images captured in College

This list is not exhaustive. To access the current list of categories of information we process please contact the Data Protection Officer.

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and process this information

We only collect and use students' personal data when the law allows us to. Most commonly, we process students' personal data when:

- ▲ we need to comply with a legal obligation
- ▲ we need it to perform an official task in the public interest

Less commonly, we may also process personal information about students when:

- ▲ we have obtained consent to use it in a certain way
- ▲ we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to process personal data, this consent may be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and processing students' personal information overlap and there may be several legal bases which justify the College's processing of this data.

We collect and use this information to:

- ▲ support students' learning
- ▲ monitor and report on students' attainment and progress
- ▲ provide appropriate pastoral care
- ▲ assess the quality of our services
- ▲ safeguard and promote the welfare of students
- ▲ meet the statutory duties placed upon us for DfE data collections
- ▲ comply with laws regarding data sharing
- ▲ communicate with our student and parents/carers
- ▲ provide catering and payment services
- ▲ provide library, ICT and information services
- ▲ process admissions
- ▲ maintain student records
- ▲ support behaviour management
- ▲ assess eligibility for bursaries and grants
- ▲ assist in the prevention or detecting of crimes
- ▲ respond to complaints, grievances and discipline investigations

How we collect this information

We collect pupil information via registration forms or Common Transfer File (CTF) or secure file transfer from a student's previous school.

Student data is essential for the College's operational use. Whilst the majority of student 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 student information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

How we store this information

We keep personal information about students securely in their student file and in electronic records within our IT systems, including email. We keep personal information about students while they are attending the College. We may also keep it beyond their attendance at the College in order to comply with our legal obligations.

We hold data securely for the amount of time specified in our data retention schedule. This is available on our website at www.thespirescollege.com. To request a printed copy please email dpo@thespirescollege.com

Who we share this information with

Within College, students' personal data will be accessible by members of staff, in accordance with our Data Protection Policy. Where necessary, volunteers and the Governing Body may also have access to personal data.

We do not share information about students with anyone outside of College without consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- ▲ schools that the students attend after leaving us
- ▲ our local authority
- ▲ youth support services (pupils aged 13+)
- ▲ the Department for Education (DfE)
- ▲ Ofsted
- ▲ the family and representatives
- ▲ examination boards and moderators

- ▲ the College's auditors
- ▲ health authorities
- ▲ school nursing team
- ▲ child and social welfare organisations
- ▲ charities and voluntary organisations
- ▲ police forces, courts and tribunals
- ▲ professional bodies
- ▲ catering and trip payment service providers
- ▲ student and parent communication service providers
- ▲ youth support services and careers advisors
- ▲ IT service providers to enable student access to learning services

This list is not exhaustive. To access the current list of third parties with whom we may share students' data please contact the Data Protection Officer.

Youth support services

Pupils aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- ▲ youth support services
- ▲ careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the student once they reach the age of 16.

Pupils aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- ▲ post-16 education and training providers
- ▲ youth support services
- ▲ careers advisers

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students

with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

How Government uses your data

The student 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)

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>

The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education

The law allows the Department to share pupils' personal data with certain third parties, including:

- ▲ schools
- ▲ local authorities
- ▲ researchers
- ▲ organisations connected with promoting the education or wellbeing of children in England
- ▲ other government departments and agencies
- ▲ organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly one per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for personal information, contact the College's Data Protection Officer. 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, either through the ICO, or through the courts

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

To make a complaint, please contact our Data Protection Officer, Jane Richardson, using dpo@thespirescollege.com

Alternatively, you can contact the Information Commissioner's Office:

- ▲ online at <https://ico.org.uk/concerns>
- ▲ by telephone on 0303 123 1113
- ▲ by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Jane Richardson, using dpo@thespirescollege.com