

King's College London Mathematics School

Privacy Notice - How we use Student information

King's College London Mathematics School (KCLMS) is fully committed to respecting the privacy of all individuals.

KCLMS is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data.

Where the school outsources data to a third party processor, the same data protection standards that KCLMS upholds are imposed on the processor.

Why we collect and use this information:

We use the students data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to safeguard students
- 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 process student information in order to meet the legal requirement and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting student information:

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR and 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.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, contact information and address)
- Characteristics (such as ethnicity, gender, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as public examination results and internal assessment results)
- Relevant medical information (such as pre-existing medical conditions, information provided by medical health professionals, allergies, medication and dietary requirements)
- Safeguarding information (such as disclosures, court orders, communications with external agencies)
- Information relating to Special Educational Needs
- Behavioural information (such as exclusions, incidents, commendations)
- Student images in photography (for identification and security, for documenting school activities and for promoting the school) and in video (on CCTV, for documenting school activities and for promoting the school).

Storing student data:

Data contained in the school's central student record is kept for 9 years from the date of enrolment with the school.

Attendance registers, internal assessment data and reports are kept for 3 years from the date of enrolment with the school.

In accordance with the GDPR, KCLMS does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share student information with:

We routinely share relevant student information with:

- the Department for Education (DfE)
- the Local Authority in with the student lives
- Lambeth, as the Local Authority in which the school resides
- the NHS
- King's College London
- Public examination boards.

Why we share student information:

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share information with Local Authorities and the NHS where that is necessary to safeguard the welfare and well-being of a student.

We share information with King's College London for the purposes of generating and managing student IT accounts and managing student ID cards and the school's electronic door entrance systems.

We share information with public examination boards for the purposes of entering students for public examinations.

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>.

Youth support services:

Students aged 16+

We will 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.

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.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

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

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

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

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

Requesting access to your personal data:

Under data protection legislation, parents and students have the right to request access to information about them that we hold and how we use it. To make a request for your personal information, or be given access to your child's educational record, please complete a subject access request (SAR) form, which can be found on our website (in About / Our Policies). The SAR form contains instructions for how to submit this request to the school.

Your enquiry will be dealt with as soon as possible and will not take more than one calendar month to process.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way KCLMS and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance.

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

<https://ico.org.uk/concerns/>

Notification of changes to the Privacy Notice:

KCLMS reserves the right to change the privacy policy from time to time. We encourage all users to be responsible about their privacy and recommend that you consult this notice frequently so that you are aware of our latest policy and can update your preferences if necessary.

Contact:

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please refer to our Data Protection Policy, which is available on our website (in About / Our Policies) or by request.

Please also feel free to contact our Data Protection Officer, Olenka Cogias, who works in the Business Assurance team at King's College London. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted by emailing info-compliance@kcl.ac.uk or by post using the following address:

*FAO Data Protection Officer
King's College London Mathematics School
80 Kennington Road
London
SE11 6NJ*

Your enquiry will be dealt with as soon as possible and will not take more than 40 days to process.