



LEARNING OPPORTUNITIES

Student Privacy Notice

This document should be read in conjunction with our GDPR policy available via www.learningopps.org

Date Approved	September 2023
Date of next review	September 2024
Review Period	1 Year

Learning Opportunities collects a lot of data and information about our students so that we can run effectively as a school. This privacy notice explains how and why we collect students' data, what we do with it and what rights parents / carers and students have.

We acknowledge that some of our students may not be considered to have the capacity to consent or understand these regulations, therefore it is important that parents and carers understand their rights and those of their child. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data.

Privacy Notice for students

We, Learning Opportunities, Ringwold Road, Ringwold, Deal, Kent CT14 8DW – Tel: 01304 381906, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Lesley Buss – lesleyb@learningopps.org

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – such as other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal identifiers and contacts (such as name, address, contact details and unique pupil (UPN), unique learner (ULN) numbers)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information
- medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences and absence reasons and previous schools attended)
- assessment and attainment (such as exam results and post 16 learning information and enrolment courses)
- behavioural information (such as exclusions and any other relevant provision put in place)
- where applicable, episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- where applicable, episodes of being looked after (such as important dates, information on placements)
- where applicable, outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- where applicable, adoptions (such as dates of key court orders and decisions)
- where applicable, care leavers (such as their activity and what type of accommodation they have)
- Photographs where consent has been given
- School trips and activities

Please note that this list is not exhaustive.

From time to time and in certain circumstances, we might also process personal data about you, some of which might be sensitive personal data, including information about criminal proceedings / convictions, child protection / safeguarding. This information is not routinely collected and is only likely to be processed by the school in specific circumstances relating to particular students, for example, if a child protection issue arises or if a student is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about students when they join the school and update it during their time on the roll as and when new information is acquired.

Why we use this data

We collect and use student information under the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR). The personal data collected is essential for Learning Opportunities to fulfil their official functions and to meet legal requirements.

We collect and use student information for the following purposes:

- to get in touch with you and your parents / carers when we need to
- to support your learning
- to check how you are doing in exams and whether you need extra help
- to monitor and report on your attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep students safe (food allergies, emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education
- to maintain our own accounts and records
- to support student's career guidance
- to comply with the law regarding data sharing
- for the protection and welfare of students and others in the school;
- for the safe and orderly running of the school
- where applicable, to evaluate and improve our policies on children's social care

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing student information are:

- in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- in accordance with the legal basis of Legal obligation: data collected for DfE census information

In addition, the school may need to process special category personal data.

Our requirement for this data and our legal basis for processing this data includes The Education (Independent School Standards) Regulations 2014, Independent School Standards (Amendment), the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

These reasons may include:

- To safeguard students' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so: for example, for medical advice, social services, insurance purposes or to organisers of school trips;
- To provide educational services in the context of any special educational needs of a student;
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

Collecting student information

Learning Opportunities collect student information via admission forms on entry to the school, from annual updates, and where there has been a secure file transfer from a previous school or the Local Authority.

Student data is essential for the schools' operational use. Where applicable, information relating to Children in Need and Children Looked After is essential to ensure their safety and wellbeing. 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing student data

Learning Opportunities hold student data securely and have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way.

Access to information is limited to those who have a business need to know it and who are subject to a duty of confidentiality. 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 or we are legally required to do so.

Personal data is stored either electronically or in hard copy format. Data stored electronically may be saved on a [cloud] based system which may be hosted in a different country. Appropriate steps will be taken to keep the data secure. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach involving your data where we are legally required to do so.

When a student moves to another educational setting or school phase, the vast majority of information that we hold will move to that setting, although we may need to retain a certain amount of personal data.

Who we share student information with

We routinely share student information with:

- schools / colleges students attend after leaving us;
- Kent County Council
- a student's home local authority (if different);
- commissioned providers e.g. SALT, Educational Psychology Service
- the Department for Education (DfE);
- exam boards;

From time to time, we may also share student information with other third parties including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;
- Courts, if ordered to do so;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- our HR providers, for example, if we are seeking HR advice and a student is involved in an issue;
- our legal advisors;
- our insurance providers

Some of the above organisations may also be Data Controllers in their own right in which case we will be joint controllers of your personal data and may be jointly liable in the event of any data breaches.

We may also share student data with a number of providers of software tools which may be used to:

- support students learning;
- monitor and report on student attainment and progress;
- deliver the educational curriculum;
- ensure the safety and wellbeing of students;
- communicate with parents;

In the event that we share personal data about students with third parties or data processors, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data. Where necessary, we will carry out a Data Protection Impact Assessment (DPIA) to assess any risks involved.

Why we share student information

We do not share information about our students, including Children in Need or Children Looked After with anyone without consent, unless the law and our policies allow us to do so.

Students aged 13+

Once our students reach the age of 13, we also pass 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. This enables them to provide youth support services and 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.

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once they reach the age 16.

You have a choice about what information is shared after you turn 16.

Department for Education (DfE)

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 DfE either directly or via our local authority for the purpose of those data collections.

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

For more information, please see 'How Government uses your data' section.

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)

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 pupils 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 pupils 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

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.

For information about which organisations the Department has provided pupil 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>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

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

Local Authorities

We may be required to share information about our students with the Local Authority to ensure that they can conduct their statutory duties.

We share the following information about you:

- What you are intending to do after Year 11 in terms of education, training or employment (your intended Destination).
- Which post-16 provider made you an offer of a place on a course at the end of Year 11.

Information that may be shared with other schools and colleges

Some of the information we collect from you during Year 10 and 11 may also be shared with FA funded post-16 providers.

To support your transition to post-16 education and to support planning for future learning. We may also need to share further information directly with post-16 providers, this may include:

- Your attendance record at school
- Whether you have been excluded from school
- If you have any special educational needs
- Whether you are looked after/or a care leaver
- Whether you are a carer
- Whether you receive free school meals, and
- Whether you are currently supervised by the Youth Offending Team.

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. To make a request for your personal

information, or be given access to your child's educational record, contact lesleyb@learningopps.org

You may also have the right to:

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

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/make-a-complaint/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where Learning Opportunities is processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting lesleyb@learningopps.org

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated June 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: lesleyb@learningopps.org (Proprietor / DPO) or simong@learningopps.org (Headteacher)