

## Privacy Notice for Parents / Carers & Pupils

### How Fair Ways use pupil information

#### The categories of pupil information that we collect, hold and share includes:

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions
- Behavioral information,
- Post 16 learning information
- Under 16 learning information
- Child protection specific documents ( such as Child Protection Plans and Referral to Children's services of information due to potential concerns)

#### Why we collect and use this information

We use the pupil's data for the following purposes:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- 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 use pupil information under Education Act 1996

(Refer to guide documents on website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>)

Working together to safeguard children – April 2018 (draft) DFE-00045

Keeping children safe in education – Sept 2016 DFE -00140-2016

GDPR (May 2018) Article 6 & Article 9



## Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

## Storing pupil data

Generally pupil information is stored for the duration of your child's enrollment in our school. Fair Ways do not store information longer than relevant. There will be cases where this retention period may have to be extended. For further information contact your school's administrator.

## Who we share pupil information with

We routinely share pupil information with:

- The school that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- School nurse, NHS
- Ofsted
- Police
- LADO – Local Authority Designated Lead

## Why we share pupil information

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

We share pupils' 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 pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.



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

We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information about Individual Pupils) (England) Regulations 2013.

We are required to share information in order to Safeguard children and keep them safe whilst in education. (Regulations: Working together to safeguard children – April 2018 (draft) DFE-00045; and Keeping children safe in education – Sept 2016 DFE -00140-2016)

### **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**

#### **Pupils aged 13+**

Once our pupils reach the age of 13, we pass pupil's 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.

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once he or she reaches the age 16.

### **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.

We are required by law, to provide information about our pupils 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 pupils 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 pupil 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>

### **Requesting access to your personal data**

Under General Data Protection Regulations, parents / carers and pupils have the right to request access to their information kept on the school's system.





To make a request for your personal information, or be given access to your child’s educational record, please contact either:

Fey Audin (Data Protection Coordinator) fey.audin@fairways.co  
or Paul Moran (Data Protection Lead) paul.moran@fairways.co

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

If you have a concern about the way we are 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/>

**Contact Details**

If you have any questions about this privacy notice, please contact either:  
Fey Audin (Data Protection Coordinator) fey.audin@fairways.co  
Or Paul Moran (Data Protection Lead) paul.moran@fairways.co

**I, the parent / carer of (pupil’s name).....  
hereby acknowledge that I have received a copy of this Fairways Care (UK) Ltd.’s  
School Privacy Notice for Parents / Carers & Pupils and I have read and understood  
it.**

Signature .....Date.....

Name.....



**making a difference, not a profit**