



DSTC Privacy Notice

DSTC is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

DSTC is the “data controller” for the school. This means that the School is responsible for deciding how we hold and use personal information about pupils.

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

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Emergency contact information (parents/carers names and telephone numbers)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as targets and progress against targets)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Post 16 Learning information
- Special educational needs information
- Behavioural/exclusions information
- Child safeguarding information

- Images of pupils engaging in school activities, and images captured on our CCTV systems
- Information about the use of our IT, communications and other systems, and other monitoring information
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information)

Why we collect and use this information We use the pupil data:

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;a) to provide appropriate pastoral care
- To keep children safe (food allergies, or emergency contact details)
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- To carry out statistical analysis for diversity purposes;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website ManWhere otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;
- 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 Article 6 Section 1(e) of the General Data Protection Regulations (GDPR) April 2016.

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

We collect pupil information via registration forms at the start of the school year, Applica or Common Transfer File (CTF) or secure file transfer from your child's previous school

Pupil data is essential for the schools' operational use. Whilst the majority of pupil 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 pupil 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 pupil data

We hold pupil data electronically on the school's information system, which is stored on the secure school network. This can be accessed by individual personal logins for those members of staff who have a legitimate need of access. Staff logins are also limited to the specific pupil data categories required to carry out their functions.

Paper records are stored in locked filing cabinets that are only accessible to those members of staff who have a legitimate need to access them.

Except as required by law, pupil information is only retained for as long as necessary in accordance with timeframes imposed by law and the KCC retention policy and held in line with the data retention schedule

[:https://www.kent.gov.uk/_data/assets/pdf_file/0008/71468/Retention-Schedule.pdf](https://www.kent.gov.uk/_data/assets/pdf_file/0008/71468/Retention-Schedule.pdf)

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

We may need to share your data with third parties where it is necessary. 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 or we are legally required to do so.

We share pupil information with:

- Department for Education (DfE)
Ofsted
- our local education authority (Kent County Council)
- our Management Information System Supplier
- Examination Awarding Bodies (AQA, Pearson, OCR etc.)
- target setting and assessment monitoring
software companies
- NHS, school nurse welfare services and care
agencies
- school catering company
- school trip payment
software company
- our library system
- University Admissions (UCAS)
- other schools that pupils have attended/will attend
- third party software providing educational support such as parental
communication, exam revision websites and educational games sites
- law enforcement officials such as
the police
- Local Authority Designated
Officer
- professional advisors such as lawyers and consultants;
- support services (including insurance, IT support, information security)

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We are required by law to pass some of your information to Kent County Council (KCC) as part of the Intended Destination, September Guarantee and Annual Activity processes. This is to assist KCC fulfil its legal obligation under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and

enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. KCC is then required to share this information with the Department of Education.

We share pupil information with other third parties as detailed above to assist us in fulfilling our legal obligation of educating pupils.

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/datacollection-and-censuses-for-schools>.

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software. and held in line with the data retention schedule :https://www.kent.gov.uk/_data/assets/pdf_file/0008/71468/Retention-Schedule.pdf

Pupils aged 16+

We will also share certain information about pupils 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

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software. and held in line with the data retention schedule :https://www.kent.gov.uk/_data/assets/pdf_file/0008/71468/Retention-Schedule.pdf

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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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>

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 pupils 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.

Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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 the Department for Education (DfE) holds about you

[Under the terms of the UK GDPR, you are entitled to ask the Department for Education \(DfE\):](#)

- [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 for Education \(DfE\), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's \(DfE\) personal information charter that is published at the address below:](#)

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

[or](#)

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

[To contact the Department for Education \(DfE\): https://www.gov.uk/contact-dfe](#)

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 The Data Protection Officer, DSTC, Heath Lane, Dartford, Kent DA1 2LY

Depending on the lawful basis above, you may 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

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Where we are 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 the Data Protection Lead via Office@dstc.kent.sch.uk

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 on 1st September 2024

Contact

If you would like to discuss anything in this privacy notice, please contact: Data Protection Lead via Office@dstc.kent.sch.uk

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Telephone: 0370 000 2288

Email: <http://www.education.gov.uk/help/contactus>