

Privacy Notice - Data Protection Act 2018 (General Data Protection Regulation)

We, Windsor Learning Partnership – Windsor Girls' School, are the Data Controller for the purposes of the General Data Protection Regulations and once given royal ascent the Data Protection Act 2018. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:

- support pupils teaching and learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess how well the school is doing

This information includes pupil details such as contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Where pupils enrol for post 14 qualifications, we will be provided with a Unique Learner Number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

The retention period for pupil information is based on their date of birth plus 25 years. Their data will follow the pupil if they transfer to another school.

Obtaining and Processing

Windsor Learning Partnership – Windsor Girls' School, undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data is held, the likely recipients of the data and the data subject's right of access. If details are given verbally, the person collecting will explain the issues before obtaining the information.

“processing” means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.

“data subject” means an individual who is the subject of personal data or the person to whom the information relates.

“personal data” means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

“parent” has the meaning given in the Education Act 1996, and includes any person having parental responsibility or care of a child.

For more information on the data subject's rights please go to the following website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

We are required by law to pass information to the Local Authority (LA) and the Department for Education (DfE). Data is also sent to other agencies, as prescribed by law, such as the Standards and Testing Agency, Joint Council for Qualifications (JCQ), Ofsted, Education and Skills Funding Agency, Department of Health (DfH) and the Primary Care Trust (PCT). All these are Data Controllers for the information they hold and receive and will have their own Privacy Notice.

If you would like to see a copy of the information held please contact Windsor Learning Partnership – Windsor Girls' School office.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- https://www3.rbwm.gov.uk/info/200168/schools_and_schooling
- <https://www.gov.uk/government/organisations/department-for-education>

If you are unable to access these websites, please contact RBWM or the DfE

Data Protection Officer
Royal Borough of Windsor & Maidenhead
Town Hall
St Ives Road, Maidenhead, SL6 1RF

Email: dpa@rbwm.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings, Great Smith Street
London, SW1P 3BT

Telephone: 0370 000 2288
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk

What happens with the data?

The **Local Authority (LA)** uses the information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special education needs a child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and for target setting. The LA is also required to maintain the accuracy of all information held about children and young people in their area. The LA may also share information with other LAs.

The **Department for Education (DfE)** is the Data Controller for the purposes of the Data Protection Act. The **DfE** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. It also uses the information to provide funding to LAs/schools.

Pupil information may be matched with other data sources that the DfE holds in order to model and monitor their educational progression and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DfE may also use contact details from these sources to obtain samples for statistical surveys which may be carried out by research agencies working under contract to the DfE. Participation in such surveys is usually voluntary. The DfE may also match data from these sources to data obtained from other statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies including the Office for National Statistics, Analyse School Performance, who will use the data for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individual pupils or identifies individuals in any results. This data sharing will be approved and controlled by the DfE's Chief Statistician.

The **DfE may also disclose individual pupil information to independent researchers** on the educational achievements of pupils who have a legitimate need for it, but each case will be determined on its merits and subject to the approval of the DfE's Chief Statistician. The DfE's powers to pass data to researchers are derived from The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations 2009. These regulations restrict the researchers who may receive data to 'persons conducting research into the educational achievements of pupils and who require individual pupil information for that purpose'.

DIRECTIONS – RBWM Supporting Young People in Education, Employment and Training

For a young person aged 13 years or over, we are required, by law, to pass on pupil information to the RBWM Youth Support Service, Directions Service to enable them to provide appropriate support. We provide the pupil's name and the current address of where the pupil lives, date of birth and any further information relevant to the service.

The parent or young person (if over 13 years) can ask that no information be passed onto Directions beyond name, date of birth and address of where the young person lives. If you do not want any other information to be passed on please inform Windsor Learning Partnership – (Insert name of School).

The school is the Data Controller for the purposes of the Data Protection Act. Pupils, as individual data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Where pupils are too young (under 13) to do this themselves, parents can act on their behalf. If you wish to access the personal data which the DfE hold about your child, then please contact them direct.

As the law allows, pupil data can be sent to the following third party organisations. A brief description of the purposes the information is used for is set out below, along with links to the organisations as detailed below:

Department of Health (DfH - www.dh.gov.uk) uses anonymised information about pupils' height and weight collected in Primary and Middle schools as part of the National Child Measurement Program to inform, influence and improve the health policy. The Department of Health also provides aggregate PCT-level data to the Care Quality Commission for performance assessment of the health service.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to parents/carers. This will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx> or www.berkshire.nhs.uk

Ofsted (www.ofsted.gov.uk) uses information on the progress and performance of pupils to help inspectors evaluate schools and as part of their assessment into the effectiveness of education initiatives and policy within the school. Ofsted also uses information on the views of children and young people to inform children's services inspections in local authority (LA) areas. Inspection reports do not identify individual pupils. The DfE also provides Ofsted with pupil data for use in school inspections. Where relevant, pupil information may also be shared with post-16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

The **Education and Skills Funding Agency** uses information about pupils aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes, and to evaluate and develop education policy and monitor the performance of the education service as a whole. Further information on how this data is used may be found on the

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

The Skills Funding Agency also administers the Learning Records Service, which uses a minimum set of personal data to:

- issue and maintain a Unique Learner Number (**ULN**) for pupils of 14 years and over and for those registering for post-14 qualifications
- create and offer a Personal Learning Record (**PLR**) to enable advice and guidance to be offered to the learner (for example, helping to choose the right course)
- to facilitate the processing of qualification awards by approved awarding organisations.

Approved organisations (including other schools) will be allowed to access a limited set of personal data. More information on the PLR, ULN, learner plan and qualification credit framework is available on the **Learning Records Service** website. This sharing of data reduces the need for learners to have to supply the same information repeatedly to different organisations, and significantly reduces the risk of inaccurate information being held about them. Details of how an individual may opt out of sharing achievement data in their PLR with these organisations is also available from the Learning Records Service.

The **Standards and Testing Agency** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. These results are passed on to the DfE to compile statistics on trends and patterns in levels of achievement. They use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Education & Skills Funding Agency (<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>)** uses information about pupils for statistical purposes, to evaluate and develop education policy and monitor the performance of the education service as a whole. The statistics (including those based on information provided by the Standards and Testing Agency) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

The **Standards and Testing Agency** and the **Joint Council for Qualifications (JCQ, www.jcq.org.uk)** uses information about pupils to administer the national curriculum assessments portfolio throughout the Key Stages. This includes both assessments required by statute and those that are optional. The results of these are passed on to DfE to compile statistics on trends and patterns in levels of achievement. The Standards and Testing Agency uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Berkshire Maestros uses the information about pupils to evaluate the effectiveness and uptake of additional musical tuition available to all pupils. These results are passed on to the DfE to compile statistics on trends and to formulate funding.

Further information and guidance from the Information Commissioner's Office (ICO)

ICO guide to data protection for organisations

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guide to data protection for education establishments

<https://ico.org.uk/for-organisations/education/>

Data is also sent to the following approved statistical agencies:

ALIS provides value added (VA) performance indicators across all sectors of education including A Level, AS Level, applied A Levels, BTEC national and international baccalaureate examinations.

ALPS provides the LA with overtime statistical figures for the number of students in post-16 education, the total number of exam entries, entry level percentages, average GCSE score students entered post-16 education with, and estimated average class size.

EPAS provides an extensive amount of attainment data reports by institute, subject, and individuals; this data is provided from 1998 to present. The data provided to EPAS is from NCER, therefore it captures all pupils at post-16 sitting any type of qualification. EPAS also matches individuals GCSE attainment to their A Levels by a list or in terms of a VA line or progression graph/report. EPAS also shows where level 2 qualifications have been sat at post-16.

Fischer Family Trust (FFT Aspire) provides subject level VA analysis for current and previous years. It shows by subject, actual LA data, compares it to data based on prior attainment at GCSE, and what the LA was expected to achieve. It also shows what similar schools achieved. The comparison is based on, by subject, the number of pupils in that cohort, the percentage who passed, the percentage with 9 to 7 grades (A to C equivalent), and the percentage of 9/8 and A grades.

Hyperspheric Solutions (Go 4 Schools, www.go4schools.com) is registered with the Information Commissioner's Office and processes data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the regulators of England, Wales and Northern Ireland. Personal data including name and gender will be collected by Go 4 Schools for the purposes of examination results analysis and progress tracking. Such data collected will not be used for any purposes by Go 4 Schools other than for the administration of the examinations results and progress analysis process.

Teachercentric (Show My Homework, www.showmyhomework.co.uk) is registered with the Information Commissioner's Office and processes data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the regulators of England, Wales and Northern Ireland. Personal data including name and gender will be collected by Show My Homework for the purpose of setting and viewing homework tasks. Such data collected will not be used for any purposes other than for the administration of homework tasks.