



Richmond School & Sixth Form College

Being the best we can be

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GDPR privacy notice for Students and their Families

Who processes your information?

Areté Learning Trust, Richmond School 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 transferred to a third-party data processor; however this will only be done where there is a legal basis to do so. Where the school transfers data to a third-party data processor, this will only be done if the third-party data processor is required to uphold the same standards as Areté Learning Trust, Richmond School.

Why do we collect and use your information?

Areté Learning Trust, Richmond School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA (Local Authority) and/or the DfE (Department for Education)/ESFA (Education and Skills Funding Agency). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the 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 The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep students safe
- To meet the statutory duties placed upon us for DfE data collections

Which data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student numbers, addresses, contact details
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results, post 16 courses and results
- Medical information – e.g. doctors information, child health, dental health, allergies. medication, dietary requirements
- Information relating to SEND (Special Education Needs and Disability)
- Safeguarding Information – e.g. court orders and professional involvement
- Behavioural information – e.g. number of temporary exclusions

- Free school meal/student premium entitlement
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you of whether you are required to provide the data, and if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to students at Areté Learning Trust, Richmond School and their families is stored in line with the school's retention policy.

In accordance with the GDPR, the school 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 unless we have a legal obligation to retain the data.

Will my information be shared?

The school is required to share students' data with the DfE on a statutory basis.

The National Student Database (NPD) is managed by the DfE and contains information about students in schools in England. Areté Learning Trust, Richmond School is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Areté Learning Trust, Richmond School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- Students' further/higher education providers upon leaving the school
- The Local Authority
- Exam boards
- Youth services (students aged 13+)
- The police
- The DfE
- The NHS
- Other schools within the Areté Learning Trust
- Third party data analysis providers, for example in the analysis of academic progress

Once our students reach the age of 13, we are required by law to pass on certain information to our Local Authority, who are responsible for the education or training of 13 to-19 year-olds. We may also share specific personal data of students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all

students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the Local Authority, by informing the school administrator via email to admin@richmondschool.net once students reach 16 years of age, this right is transferred to them, rather than their parents.

We are also required to pass certain personal information to careers services once students reach the age of 16. The information accessible by careers services includes:

- Name
- Date of birth
- Student number
- Destination, including courses applied for and level

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>

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Areté Learning Trust, Richmond School uses your personal data.
- Request access to the personal data that Areté Learning Trust, Richmond School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is deleted where there is no continued reason for its processing.
- Request that the processing of your data is restricted.

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

Should you have any further queries about a data protection related issue, please contact the school: admin@richmondschool.net