

Privacy Notice - Data Protection Act 1998 – for Secondary Aged Pupils

We **Cox Green School** are the **Data Controller for the purposes of the Data Protection Act**. 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 the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.

If you would like to see a copy of the information held please contact **Cox Green School** office. There may be a charge for this.

DfE is the Data Controller for the purposes of the Data Protection Act. If you require more information about how the Department for Education (DfE) stores and uses personal information then please go to the following website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

RBWM Data Protection Officer can be contacted by email: Email:martin.tubbs@rbwm.gov.uk or TEL: 01628 796945

The **Local Authority (LA)** uses information about children and young people for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on, for example, the funding of schools, assess their performance and to set targets for them. The statistics are anonymized so that individual children and young people cannot be identified from them. Aggregated data derived from anonymized pupil records may be used to respond to Freedom of Information requests. The LA is also required to maintain the accuracy of all information held about children and young people in their area. The **Local Authority (LA)** may also share information with other LA's.

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 12) to do this themselves, parents can act on their behalf. In every case it will be for the school, as data controller, to assess whether the child is capable of understanding their rights under the act. If you wish to access the personal data which DfE hold about your or 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:

For pupils aged 13 years and over, schools are legally required to pass on certain information. The school must provide the name, address and date of birth of the pupil and their parents or guardians, and any further information relevant to the RBWM.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed on. Pupils and/or parents will need to inform the school if this is what they wish. This right transfers to the pupil on their 16th birthday. If a young person lives out of area but attends a RBWM school, this information may be passed on to their home Local Authority.

RBWM passes on some of the information they collect to the Department for Education (DfE) to enable them to produce statistics, assess the local authorities' performance and determine the destinations of young people after they have left school or college and to evaluate Government funded programs.

We may also share information with post-16 education and training providers to secure appropriate support for them. We may also share data with education establishments which shows what their pupils go on to do after the age of 16. The Local Authority may also supply information about young people living in our area to help and encourage young people to participate in education or training. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to do this

Department of Health (DfH) uses anonymized 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 health policy. www.dfh.gov.uk

Berkshire Healthcare Foundation Trust (BHFT) use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires the Healthcare Trust to maintain children's names and addresses for this purpose.

The Local Authority provides the Buckinghamshire Healthcare NHS Trust with details of pupils' names, dates of birth, addresses and schools attended in order to facilitate screening and vaccination programs, (e.g. vision and hearing) and the National Child Measurement program. www.berkshirehealthcare.nhs.uk

Ofsted 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 within the school. Ofsted also uses the views of children and young people to inform Local Authority Inspections reports but do not identify individual pupils. The Department for Education also provides Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post-16 learning institutions to minimize the administrative burden on application for a course and to aid the preparation of learning plans. www.ofsted.gov.uk

The Office of Qualifications and Examinations Regulation (**Ofqual**) regulates qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland. They maintain standards and confidence in qualifications: GCSEs and A levels in England, and vocational qualifications in both England and Northern Ireland. We're independent of government and report directly to Parliament and the Northern Ireland Assembly.

[Data is also sent to approved statistical agencies:](#)

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

KEYPAS 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 KEYPAS 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.

Fisher 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 A to C grades, and the percentage of A grades.

Alps provides the school with subject level value added analytical reports for students in post16 education including comparisons with national data. This enables the school leadership to identify areas of strength and weakness. Personal data including name, gender, date of birth and ethnicity is collected and used solely for the purposes of post-16 progress assessment and exam results analysis.

SISRA Analytics provides the school with real-time access to detailed performance data – data that will help to drive school improvement. It provides analysis of various collections of data, from targets and predictions through to termly assessments and final exams.

SISRA Limited 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 relating to the name(s), gender, ethnicity and a school's own internal pupil identifier will be collected by SISRA Limited for the purposes of examination results analysis and progress tracking. SISRA Limited does not hold any sensitive personal identifiable information such as student's Date of Birth or Address.

<https://www.sisra.com/data-protection>

Advanced Statistical Software Evaluation Tool (ASSET) for School Improvement is closely linked to RAISEonline and Fischer Family Trust and enables the school to analyse termly assessments and final exam results in a manner that the DfE and Ofsted would use to assess whether school is helping students make progress and fulfil their potential. Personal data relating to the name(s), gender, ethnicity and a Unique Pupil Number (UPN) will be collected by ASSET solely for the purposes of examination results analysis and progress tracking.