



ITALIA CONTI

PRIVACY NOTICE FOR Italia Conti Associates

How we use Pupil/student information

Why do we collect and use Pupil/student information?

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the Pupil/student data:

- to support Student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of Pupil/student information that we collect, hold and share include:

- Personal (such as name, unique Pupil/student number, address and contact information)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance (such as sessions attended, number of absences and absence reasons)
- Assessment
- Special educational needs
- Relevant medical
- Exclusions/behavioural

Collecting Pupil/student information

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

Storing Pupil/student data

We hold student data for 6 years after the student changes school or leaves, where they will be held until the Pupil/student reaches the age of 25, after which they are safely destroyed.

Who do we share Pupil/student information with?

We routinely share student information with:

- Schools/colleges that the Pupil/students attend after leaving us
- Our local authority (Surrey County Councils) and their commissioned providers of local authority services
- The Department for Education (DfE)
- CDET
- Trinity College, London
- UEL
- Pearson's (for BTEC/GCSE provision)
- Ofsted/ISI/QAA (for quality assurance monitoring)

Why we share student information

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



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We share Pupil/students' 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 Pupil/students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupil/student s) (England) Regulations 2013.

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>.

The National Pupil/student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupil/students 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 Pupil/students 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 Pupil/students) (England) Regulations 2013.

To find out more about the Pupil/student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about our Pupil/students 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/student 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-dat>

For information about which organisations the department has provided Pupil/student information,



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(and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and Pupil/students have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school at info@italiacontifrimley.co.uk or on 07565 855 411

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, you should raise your concern with us in the first instance or directly to the Principal.

Contact:

If you would like to discuss anything in this privacy notice or would like to see a copy of the Privacy Notice in the future, please contact the school office at info@italiacontifrimley.co.uk or 07565 855 411 You can also find a copy of this Privacy Notice on Italia Conti's website via www.italiaconti.com