



EXETER MATHEMATICS SCHOOL

SERVING CORNWALL, DEVON, DORSET AND SOMERSET

Privacy Notice - How we use student information

Exeter Mathematics School is fully committed to respecting the privacy of all individuals.

Exeter Mathematics 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 outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data.

Where the school outsources data to a third party processor, the same data protection standards that Exeter Mathematics School upholds are imposed on the processor.

Why we collect and use this information:

We use the students' data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to safeguard students
- to assess the quality of our services
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

The lawful basis on which we use this information:

We collect and process student information in order to meet the legal requirement set out in the General Data Protection Regulation (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 Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting student information:

Student data is essential for the schools' operational use. Whilst the majority of 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 GDPR and data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

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

- Personal identifiers and contacts (such as name, unique student number, and addresses)
- Characteristics (such as ethnicity, gender, language, nationality, country of birth, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, and absence reasons)
- Assessment information (such as GCSE assessment results)
- Medical information (such as doctors information, pre-existing medical conditions, allergies, medication, and dietary requirements)
- Information relating to Special Educational Needs
- Safeguarding information (such as professional involvement)
- Behavioural information (such as exclusions, incidents, and commendations)

Storing student data:

We hold student data for ten years from the last point of communication with an individual.

In accordance with the GDPR and UK Law, the Exeter Mathematics 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.

Who we share student information with:

We routinely share student information with:

- the Department for Education (DfE)
- the Local Authority
- the NHS
- Exeter College
- The University of Exeter

Why we regularly 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.

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 students with the Department for Education (DfE) directly for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

How the Department for Education uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of students and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school assessment results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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 Database (NPD)

Much of the data about students 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 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.

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 of Education

The law allows the Department to share students' 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 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student 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>

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

Requesting access to your personal data:

Under data protection legislation, parents and students have the right to request access to information about them that we hold and how we use it. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer:

By email:

willdenford@exetermathematicsschool.ac.uk

By post:

FAO Will Denford

Finance Office - Exeter Mathematics School

Rougemont House, Castle Street

Exeter, EX4 3PU

Your enquiry will be dealt with as soon as possible and will not take more than 40 days to process.

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

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

If you have a concern about the way Exeter Mathematics School and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Notification of changes to the Privacy Notice:

Exeter Mathematics School reserves the right to change the Privacy Notice from time to time. We encourage all users to be responsible about their privacy and recommend that you consult this notice frequently so that you are aware of our latest policy and can update your preferences if necessary.

Contact:

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.exetermathematicsschool.ac.uk) or download our Data Protection Policy.

Also, please feel free to contact our Data Protection Officer, Will Denford. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted by:

By email: wilddenford@exetermathematicsschool.ac.uk

By post:

FAO Will Denford

Finance Office - Exeter Mathematics School

Rougemont House, Castle Street

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