



Liverpool College

## Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Liverpool College, are the 'data controller' for the purposes of data protection law.

**Our data protection officer (DPO) is Peter Rafferty.**

[peter@row7education.co.uk](mailto:peter@row7education.co.uk)

07824995148

## The categories of pupil information that we collect, hold and share:

- Personal information (such as name, unique pupil number, date of birth and address, looked after children and previously looked after children)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Pupil and curricular records
- Exclusion information
- Relevant medical information (where applicable for supporting a child in school)
- Assessment Information (such as grades from internal and external assessments, attitudinal scores etc.)
- Special Educational Needs information including whether a pupil has an EHCP or is in receipt of SEN support
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Post 16 Learning Aims including names and Qualification number of courses, start and end dates of the course and retention information
- Behavioural Information.

- Safeguarding Information.

## Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet statutory duties placed upon us for the Department of Education (DfE) data collections
- to support the day-to-day functioning of the school
- to administer admissions waiting lists.

## Collecting pupil information

We collect pupil information on registration forms when a pupil enrolls into the school and through either a Common Transfer File (CTF) or secure file transfer from a previous school.

Pupil data is essential for Liverpool College's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it will be requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Our main communication app at Liverpool College is My Child at School (MCAS). Parents can choose to share information with us in the 'Parental Consent' area. This consent will be collated and used to support individual pupils e.g. biometric consent, administration of medicines, use of pupil photographs on the website or newsletters.

## Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or MCAS promoting school events, campaigns, charitable causes or services that you might be interested in. You can take back this consent or 'opt out' of receiving these emails and MCAS messages at any time by contacting us.

## Use of your personal data in automated decision-making and profiling

Where automated decisions occur e.g. with Bromcom, a member of staff will always check and verify the process/ decision made.

# Use of your personal data for filtering and monitoring purposes

While you are in school, we monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- comply with health and safety law and other laws
- comply with our policies (e.g. child protection, IT and e-safety policy)
- keep our network and devices safe from people who aren't allowed to access them and prevent harmful software from damaging our network.

## The lawful basis on which we use this information

We will only collect and use information when the law allows us to. Most often, we will use information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (for example, in order to provide pupils with an education).

Sometimes, we may also use personal information where:

- pupils or parents have given us permission to use it in a certain way
- we need to protect pupils' interests.

## Our basis for using special category data

For 'special category' data (more sensitive personal information) we only collect and use it when we have a lawful basis. Data is processed under schedule 1 of the Data Protection Act 2018.

Examples of 'special category' data include:

- we have your explicit consent to use your information in a certain way
- we need to use your information under employment, social security or social protection law
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- the information has already been made obviously public by you
- we need to use it to make or defend against legal claims.
- we need to use it for reasons of substantial public interest as defined in legislation
- we need to use it for health or social care purposes, and its use by, or under the direction of, a professional obliged to confidentiality under law
- we need to use it for public health reasons, and its use by, or under the direction of, a professional obliged to confidentiality under law
- we need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- we have your consent to use it in a specific way
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life) in situations where you're physically or legally incapable of giving consent
- the data concerned has already been made obviously public by you
- we need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- we need to use it for reasons of substantial public interest as defined in legislation.

## **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>.

## **Youth support services**

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advice.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advice.

For more information about services for young people, please visit our local authority website.

## **Collecting pupil information**

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

## **Storing pupil data**

We hold most pupil data for a maximum of seven years after a child has left Liverpool College. In line with the retention policy, some data may be kept until the child reaches the age of 25.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that a pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- a pupil's family and their representatives.

In addition, where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about the pupil with:

- Educators and examining bodies
- Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## Why we share pupil information

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

We share pupils' 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils 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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils 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 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-data>

For information about which organisations the department has provided pupil information, (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 pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Anne Pease at [apease@liverpoolcollege.org.uk](mailto:apease@liverpoolcollege.org.uk)

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 (we do **not** consider random numbers generated by computer for the purpose of admissions to be an automated decision)
- 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.

## Complaints

We take any complaints about how we collect and use personal information very seriously. If you have a concern about the way we are 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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

**Mrs Anne Pease at [apease@liverpoolcollege.org.uk](mailto:apease@liverpoolcollege.org.uk)**