

Privacy Notice (How we use pupil information)

MEDINA HOUSE SCHOOL is the Data Controller for personal information with respect to responsibility under Data protection legislation.

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information including ongoing academic information and multi agency assessments e.g. paediatrician, physio, OT, speech, relating to Education Health Care Plans (EHCP's) and Annual Reviews
- Relevant medical information
- Information relating to special educational needs
- Behavioural information and exclusions
- Safeguarding

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 comply with statutory obligations under SEND code of practice

The lawful basis on which we use this information

Medina House School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. This information is needed to enable us to comply with our legal obligation to provide an education service. We collect and use personal data in order to meet legal requirements including:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015

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 Data Protection legislation, we will inform you whether you are required to provide certain pupil information to us or if your consent is needed. Where consent is required, we will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil data

Personal data relating to pupils at Medina House School and their families is stored in line with our Data Protection Policy.

In accordance with the Data Protection Policy, 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. Details of the retention of records can be found in our Retention Policy

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local education authority
- the Department for Education (DfE)
- NHS Health including school nurse, speech therapy, physiotherapy, occupational therapy.
- Childrens Services, including Safeguarding
- Educational Psychologists (once consent was gained)
- And other professionals as requested e.g. CAMHS

Why we share pupil information

We only share personal data where the law requires us to do so or where we obtain consent.

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and also Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015.

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) is owned and managed by the Department for Education and contains information about pupils in schools in England. 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 and early years' census. Some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP 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 DfE has robust processes in place to ensure the confidentiality of personal data is maintained.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have certain rights with respect to their personal data.

You have the right to:

- apply to request access to information that we hold about them
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- restrict processing for certain purposes, e.g. direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- data portability

For further details on your rights or to apply to access your personal information, or be given access to your child's educational record, contact the School Business Manager at Medina House School (01983) 522917.

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 (School Business Manager at Medina House School (01983) 522917). You also have the right to raise concerns with the school's Data Protection Officer; the Head of Legal Services and Monitoring Officer at the Isle of Wight Council, dpo@iow.gov.uk. Ultimately, you also have the right to 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:

The School Business Manager at Medina House School (01983) 522917