



JSTC Privacy Notice – Pupil Data

(How we use pupil information)



We collect and hold personal information relating to our pupils and may also receive information about them from their previous school. The school uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

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

- Personal information (such as name, unique pupil number and address, CCTV – still images and video recordings, telephone call logs and recordings of calls made to and from pupils, and voicemail recording of messages left by pupils.)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as internal tests, pupils' progress information and examination results)
- Medical information (such as allergies to food, medication a pupil may require and medical incidents that have occurred inside or outside of school that may affect learning)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs)
- Behavioural information (such as rewards, achievements, incident slips and exclusions)
- Post 16 information (such as destinations data)
- Information about pupils' use of our information and communications systems. (eg: Internet access and local network logging data.)

How and 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 care and guidance
- to assess the quality of our services
- to comply with the law regarding data sharing
- to operate an electronic signing in system to monitor the late arrival and early departure of pupils. Specific items of pupil's personal data will be shared with the owner of this data capture App, Mediabase Direct Ltd, in order to run the App and for analysing visitor traffic with a view to improving the App experience for visitors and others. ADDRESS: Mediabase Direct Ltd, Gable House, 18-24 Turnham Green Terrace, Chiswick, London, W4 1QP. TELEPHONE: 0208 996 4835.
- to operate voicemail recording for the recording of attendance messages, messages left by pupils when our Main Office is closed or unable to answer a call, and to allow the reporting of pastoral/academic issues. Where it is used for reporting pastoral/academic issues, it will be clearly advertised before a message can be left (voicemail messages may be retained whilst the pupil remains on roll at JSTC).
- to operate call logging for all calls made to and from JSTC. This is a record of phone numbers, call dates/times and durations of calls. This information will be used for monitoring and statistical analysis and may be used to assist with providing evidence of interactions between callers and JSTC. Sometimes, calls may not be logged if there's a technical fault with the telephone system
- **to operate call voice recording for all calls made to and from JSTC.** We record calls for the following reasons:
 - staff protection (in the event of an abusive or aggressive call)
 - to check for mistakes
 - to investigate complaints.

Sometimes, calls may not be recorded if there's a technical fault with the telephone system.

We also may collect personal data about pupils via:

- Microsoft Forms (part of the Office 365 platform). This is our primary method of collecting data relating to pupils from parents/carers. A typical example would be when a pupil joins JSTC, all required admission paperwork is normally entered and completed online via the Microsoft Forms Office 365 service.
- CCTV which is used all over the JSTC site. It is used to make sure pupils, staff and the school site is kept safe.

The lawful basis on which we use this information

We collect and use pupil information under Article 6(1c and 1e) and Article 9(1, 2b and 2f) of the GDPR, this enables the school to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

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 pupil data in line with our Data Retention Guidelines, which are available upon request.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the School Nursing Team
- the National Health Service
- our Careers Advisory Service
- our Educational Welfare Service
- Limited pupils' personal Data collected by our electronic visitors' signing in system (detailed above) will also be shared with the owner of this data capture App, Mediabase Direct Ltd, in order to run the App and for analysing visitor traffic with a view to improving the App experience for visitors and others. ADDRESS: Mediabase Direct Ltd, Gable House, 18-24 Turnham Green Terrace, Chiswick, London, W4 1QP. TELEPHONE: 0208 996 4835
- Call recordings and call logging data are accessible only by the Network Manager and his deputy. The physical hardware on which all call logging and recording data is stored is located in an individually locked cabinet in a secure location on the JSTC site. There may be occasion where we may need to share call logging and recording data with our telephony support company, Daly Systems Ltd solely for the purposes of technical support as part of an agreed maintenance package. ADDRESS: Daly Systems Ltd, Technology House, 1 Heanor Street, Leicester, LE1 4DB. TELEPHONE: 0116 242 6996.

/ LIST CONTINUES ON NEXT PAGE

Who we share pupil information with (continued)

Company / Service	Description
SMiD Report	Used to provide detailed analysis and reporting for teachers and management of pupils' progress.
SISRA Analytics	
GL Assessment - CAT Testing	Cognitive Ability Tests include measures of verbal, mathematical, memory & reasoning abilities.
GL Assessment - Lucid Exact	Lucid Exact is a literacy test used to screen pupils to identify who may be entitled to extra exam access arrangements
Edukey - Literacy Assessment	Used to provide baseline reading, spelling and comprehension statistics.
Edukey - Class Charts	Used provide multiple services relating to pupil data. Currently used to: input, manage, track, analyse and communicate pupil achievement and behaviour events to provide a platform to issue and manage set homework.
Edukey - Provision Map	Used in conjunction with Class Charts, Provision Map is a 'bolt on module' to map and manage SEND provision.
Edukey - Safeguard	Used in conjunction with Class Charts, Safeguard is a 'bolt on module' to manage all aspects of safeguarding reporting and management.
Microsoft	Used to provide Office 365 services, primarily pupil email, parent/pupil data collection and Teams (remote video learning platform).
Censornet – Cloud USS	Used to provide, control, filter and log Internet Access provided by JSTC to pupils.

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.

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 advisers
- post 16 education and training providers

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 he/she reaches the age of 16.

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

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 advisers

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

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 the Data Protection Officer via the contact details at the bottom of this notice.

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, 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: Mr J Treasure, Data Protection Officer, John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL or email: dpo@jstc.org.uk