

Pupil Privacy Notice – website version

Privacy Notice (How we use pupil information)

Under the Data Protection Act 2018 and associated legislation, access to personal information is a statutory right for pupils.

The purpose of this Notice is to enable you (the pupil) to understand the scope of the personal data which iCollege holds and uses that relates to you personally and how this data will be handled by us.

Why we collect and use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department of Education (DfE). We collect and use pupil information, for the following purposes:

- a. to support pupil learning and wellbeing
- b. to monitor and report on pupil attainment progress
- c. to provide appropriate pastoral care
- d. to assess the quality of our services
- e. to keep children safe (food allergies, or emergency contact details)
- f. to meet the statutory duties placed upon us for Department of Education (DfE) data collections

What personal information do we process about you?

- Personal information, such as name, unique pupil number, address and contact details;
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment and attainment information;
- Characteristics (such as ethnicity, language, and free school meal eligibility);
- Relevant medical information;
- Special educational needs information;
- Behavioural information, including exclusions;
- Information obtained through electronic means such as your use of our IT systems
- Details of others such as 'next of kin' – this may be the contact details of a parent or guardian;
- Information from previous schools and educational settings as part of your student record;
- Post 16 learning information.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

Youth support services

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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

A parent or guardian can object to any information in addition to their child's name, address and date of birth being 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

Shared data is securely transferred to the youth support services and is held until the child's 19 years of age or kept for 6 years after Project ends for European Social Funds Projects.

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 educational record, contact: dpo@icollege.org.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is factually inaccurate
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with iCollege: dpo@icollege.org.uk in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

We regularly review and, where necessary, update our Privacy Notices. Please refer to our website for the latest version.