



WILLIAM ELLIS SCHOOL

Privacy Notice for Students

DOCUMENT CONTROL

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WILLIAM ELLIS SCHOOL PRIVACY NOTICE – STUDENTS IN SCHOOL

Data Protection Act 1998 - Privacy Notice for William Ellis School

We are a Data Controller for the purposes of the Data Protection Act. We collect information from students and may receive information about students from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support students' teaching and learning;
- Monitor and report on students' progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information¹, personal characteristics such as ethnic group, any special educational needs and relevant medical information. If students are enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about students to anyone outside the school without the appropriate consent unless the law and our rules allow us to.

We are however required by law to pass some information about students to the Local Authority and the Department for Education (DfE).

The information supplied to the Local Authority may be used for research purposes to allow the effective targeting, planning and monitoring of services or provision. The Local Authority will strive to ensure that any personal data in its care is kept safe and that individuals will not be identified in the analyses produced.

Sharing with health services via the local authority

The Health and Social Care Act 2012 placed a new duty on Local Authorities to promote the health and wellbeing of their population, reduce health inequalities and gave them new statutory responsibilities for public health with effect from April 2013.

The London Borough of Camden agreed to deliver their public health responsibilities through a shared service known as 'Camden & Islington Public Health' and on occasion they may also commission NHS functions to help deliver their statutory duties.

The Local Authority may therefore be obliged to disclose student names and addresses they have collated from our school directly to the health services they have commissioned in order that they may in turn contact families directly to seek consensual participation (such as the national height and weight measurement exercise). Where such sharing occurs the Local Authority will take steps to ensure information is shared securely and is proportionate.

CCTV

The school uses Closed Circuit Television and complies with the Information Commissioner's CCTV Code of Practice. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may need to disclose CCTV images for legal reasons (for example to the police for crime detection or at the behest of a court order).

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following students / children - a) in Nursery schools; b) aged under 4 and over 15 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

Camden Music Service

The London Borough of Camden's Music Service, needs to compile and provide anonymous statistical information of those students who may use the service to the Department for Education. In addition to the information gathered as part of the routine school census, the child's Looked After status is also required. This to demonstrate the range of services it provides to children, parents and schools and to secure continued music service funding as the music hub for the London Borough of Camden.

Please write to Mandy Seeburn – Director of Operations at William Ellis School, if you wish to opt out of this arrangement. Further information about Camden's Music Service is available on the Camden website <http://www.camden.gov.uk/ccm/navigation/education/services-for-children--parents-and-schools/music-service>

Connexions

This is the London Borough of Camden's local authority support service for young people aged 13 to 19 in England. Central London Connexions (CLC) is a partnership of the local authorities in Camden, Hackney, Islington, Kensington and Chelsea, Lambeth, Southwark, Wandsworth and Westminster. Established in 2002, the aim of CLC is to provide a quality assured service to support these central London local authorities to deliver early intervention services for young people and meet the Raising the Participation Age (RPA) requirements.

CLC provides the local authorities with shared services for data management and analysis, information on pathways and opportunities for young people, workforce development and cross borough sharing of best practice and externally funded participation projects. www.centrallondonconnexions.org.uk

If a student is over 13 we are legally required to pass on certain information to the Connexions services if it is requested. This information includes the student's name and address, their parent or guardian's name and address and any other information relevant to the Connexions services' role.

Until students are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed to the youth support services provider. However, this right transfers to the student on their 16th birthday

Please write to Mandy Seeburn – Director of Operations at William Ellis School, if you wish to opt out of this arrangement. Further information about young peoples' services is available on the Gov.uk website www.gov.uk

Can I see a copy of the information held about me?

Yes, students have certain rights under the Data Protection Act, including the right to be given access to personal information held about them by their school and other organisations.

Whilst there may be exceptions, a parent would normally be expected to make a request on behalf of a child if that child is younger than 12 years old; If a child is over 12 they are generally deemed old enough to understand their rights and to make an access request themselves (or give consent to their parents to act on their behalf).

If you want to see a copy of the information about you that we hold and/or share, please contact Mandy Seeburn – Director of Operations at William Ellis School. You can find out more about how the Local Authority and/or the Department for Education store and use information at their respective websites:

London Borough of Camden

www.camden.gov.uk/ccm/content/education/schools/How-is-school-information-used-by-the-local-authority

Department for Education

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access the above websites or have any queries about these websites, please contact either the Local Authority or Department for Education directly as follows:

Department for Education (DfE)
Piccadilly Gate
Store Street
Manchester
M1 2WD

Web: www.gov.uk/dfes

Tel: 0370 000 2288

Information & Records Management
London Borough of Camden
Town Hall
Judd Street
London
WC1H 9JE

Web: www.camden.gov.uk

email: csf.records@camden.gov.uk