

## **Friends' School Lisburn**

### **Privacy Notice (How we use pupil information)**

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

- Personal information (such as name, photograph, unique pupil number, address parental contact information, medical information, religion, travel arrangements, dietary needs, service personnel, previous education)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility, biometric data for attendance and school meals systems)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Educational records (assessment, examination papers, SEN information, disciplinary records)
- Extra-curricular activities (team lists, consent forms for trips and tours)
- Work experience information
- Financial records (school meals accounts, fees accounts)

#### **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 provide careers service and work experience
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **The lawful basis on which we use this information**

We collect and use pupil information under Education Orders NI for the purpose of fulfilling our statutory function of providing an education.

Personal data will be supplied to the Department of Education and Education Authority NI in the form of the Annual Census and other returns.

Data relating to pupils will be released to the Department of Education under the provisions of the Education and Libraries (NI) Order 2003 which allows the Department to collect from schools such information as they may reasonably require for the purposes of their function under any statutory provision.

#### **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 until the pupil attains the age of 23 (or 26 for SEN pupils)

C2k is a ICT service provided for all schools in Northern Ireland. It provides all pupils with an email address, and access to a wide range of online teaching services. It is coordinated by the Education Authority and maintains a number of systems which hold pupil data. The C2K project uses Capita to maintain its core systems and servers which holds personal pupil data.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the Department of Education (DENI)
- Electoral Office of Northern Ireland
- Health and Social Care Trust/School nurse service
- Parentmail (Parental Contact Information)
- Awarding/Examination bodies (examination entries)
- Learning Records Service

## **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 of Education (DENI) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

School is obliged to share personal data with the Electoral Office of Northern Ireland under regulation 42 of the Representation of the People (NI) Regulations 2008. The school is a "specified authority" as a secondary school within the meaning of article 2 of the Education and Libraries (NI) Order 1986.

Some of the information collected may be shared with Health and Social Care Trusts as a matter of Public Interest to facilitate the operation of healthcare programmes for pupils.

## **Data collection requirements:**

DENI has a legal power to ask schools for data. The statutory provisions are set out in the Education and Libraries (NI) Order 2003 Article 37

## **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 Principal.

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/>

## **GDPR and Children**

- Children have particular protection when we are collecting their personal data because they may be less aware of the risks involved.
- As we process children's personal data, we need to protect them from the outset, and design our systems and processes with this in mind.
- Compliance with the data protection principles and in particular fairness is central to all our processing of children's personal data.
- Schools have a lawful basis for processing a child's personal data. Consent is one possible lawful basis for processing, but it is not the only option.
- We do not usually make decisions based on automated processing about children as this may have a significant effect on them.
- We have written a clear privacy notice for children so that they are able to understand what will happen to their personal data, and what rights they have.
- Children have the same rights as adults over their personal data.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: The Bursar, Friends' School Lisburn.