



How we use student information;

Moat House are a data controller for the purpose of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, education provider, local authority and/or the Department for Education.

We collect your information;

- to support student learning and the delivery of education
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with our statutory obligations
- to enable us to access suitable student funding for your education
- to support you with your Care-to-Learn / Nursery funding applications
- to enable us to support you during your pregnancy and to safeguard the Unborn baby
- to enable us to Safeguard you and your baby within our unique school / nursery setting

The categories of student information that we collect, hold and share include;

- Personal information such as;
 - Name, date of birth, gender, image, class details, admission data, unique student number, address, family contact details, GP contact details, dietary requirements, school history, attendance, behaviour log

- Special categories of information such as;
 - Ethnicity, nationality, religion, country of birth, free school meal eligibility, medical needs, assessment, data, Special Educational Needs and Disability status

We share student data with a number of services in order to provide appropriate support for our students and their babies. This will include Local Authority educational services including specialist inclusion, support and access services as well as health services like School Nursing.

Moat House also shares Student data with the Education and Skills Funding agency (ESFA) to enable post 16 funding applications, Bursary and Care-to learn applications to be made.

In order to enable us to assist students with the **ESFA** funding applications we may ask students for evidence of Income Support, current housing status, right to live / work / reside in the UK and evidence if they are in receipt of child benefit.

The categories of baby information that we collect, hold and share include;

- Personal information such as;
 - Name, baby due date, date of birth, gender, image, Parental responsibility for baby (as listed on birth certificate), address, family contact details, GP contact details, dietary requirements.
 - Early Years Foundation Stage (statutory requirement) “Development matters”, “Ages and Stages” questionnaires – completed child monitoring system (third edition)
- Special categories of information such as;
 - Ethnicity, nationality, religion, country of birth, medical needs, Special Educational Needs and Disability status

We share baby data with a number of services in order to provide appropriate support for our students and their babies. This will include Local Authority educational services including specialist inclusion, support and access services as well as health services like School Nursing.

If baby is assigned a social worker we may be asked to attend meetings to discuss the general health and wellbeing of the baby attending our nursery.

Moat House also shares baby data with the Education and Skills Funding agency (ESFA) to enable Care-to learn applications to be made.

The lawful basis on which we use this information;

Legal obligation;

We are required to use student data when undertaking our legal obligations and to comply with our statutory functions.

The following information is processed as a result of the schools legal obligation;

- Student Name, Date of Birth, Gender, Image, Class details, Admission Date, ULN, UPN, Address, Family Members, Family Contact Details, GP Contact Details, Dietary Requirements, Ethnicity, Nationality, Religion, FSM, School History, Attendance, Medical Needs, Assessment Data, Behaviour Log, SEN Status.

Consent;

The consent of parents may be relied upon to process some forms of student / baby data.

We will request consent in the following circumstances;

- To allow us to process the personal and sensitive information for school visits (Name, DOB, Contact Telephone Number, Medical Requirements)
- To allow us to process the personal and sensitive information required for work experience placements (Name, DOB, Contact Telephone Number, Medical Requirements) which may include obtaining a DBS certificate
- When taking photographs of students / babies to be used on the school website / school Newsletter, used within the school environment
- To share information with the Team Around the School (TAS)
- To share information with the Team Around the Child (TAC)
- To share information with the family Nurse / Health Visitor regarding baby – if this information is requested
- To allow us to process /share information about baby – in order to access 2 year old funding if necessary / if baby attends a local authority Nursery afternoon play session for toddlers with Moat House nursery staff

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact the headteacher should you wish to withdraw your consent for any of the above activities.

Collecting student information;

Whilst the majority of student 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 student information to us or if you have a choice in this.

Storing student data;

We hold all student data in line with the agreed retention schedule. Please see our website.

Who we share student information with;

We routinely share student information with:

- Schools/colleges/educational providers that the student's attend after leaving us
- our local authority, Stockport Metropolitan Borough Council
- the Department for Education (DfE)
- the Education and Skills Funding Agency (ESFA)
- National Health Service (NHS) / Midwifery service
- Family Nurse Partnership (FNP) / Health Visitor Team

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

Why we share student information;

We share students' 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 pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information about Individual Students) (England) Regulations 2013.

We share students' data with the Education Skills Funding Agency (ESFA) to obtain post 16, 18+ funding, bursary and Care to Learn funding. The ESFA also monitor the progress of the students.

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;

Students aged 13+

Once our students reach the age of 13, we also pass student 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 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 / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students 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 Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students/students 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 students 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 law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students 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 student 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 student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and students 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, please contact Moat House directly on 0161 429 9015 to make a request or alternatively you can view our Data Subject Rights Policy on our website

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:

Karen Hillen

Upper Ground Floor, South

Stopford House,

Stockport

SK1 3XE

0161 474 4299

IGSchoolSupport@stockport.gov.uk