Given that before joining Sedgefield Community College a student will have passed through a Primary school there will be an awareness that schools need to gather information to allow the school to carry out its function effectively. For this reason, the majority of information provided to us is mandatory, although there are some items which are provided to us on a voluntary basis.

In order to comply with the General Data Protection Regulation, we must describe what personal information we hold and how we handle it.

Sedgefield Community College are a data controller for the purposes of the Data Protection Act. As a result of providing education, we collect, hold, receive and share information in relation to both each student of the school and their parent/carer. We hold this personal data and use it to:

- support student learning
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services
- ensure that we can efficiently provide services (e.g. school meals, school transport)
- share data for statutory inspections and audit purposes

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

- A child’s personal information (such as name, address and biometric information).
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Academic assessment information.
- Relevant medical information.
- Special educational needs information.
- Exclusions / behavioural information
- Post 16 learning information.
- Basic information relating to a pupil’s parents and/or other relatives (such as name, contact details, relationship to child).

In addition, if your child is 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 your child has undertaken.

The lawful basis on which we process personal information:

Consent: the student or parent/carer has given clear consent for school to process their personal data for a specific purpose.

Vital interests: the processing of data is necessary to protect someone’s life.

Public task: the processing is necessary for school to perform a task in the public interest or for the school’s official functions, and the task or function has a clear basis in law – i.e. provision of education.
Who we share student information with

We will not give information about your child to anyone outside the school without your consent unless the law and our policies allow us to.

We routinely share student information with:
- schools/colleges that student’s attend after leaving us.
- our partner primary schools.
- parents/carers (academic, behaviour and attendance records).
- Examining bodies through whom students are registered for accreditation (eg GCSEs).
- Durham County Council – e.g. youth support services and careers advice under section 507B of the Education Act 1996.
- Department for Education (DFE) – e.g. school census. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.
  o 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
  o 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
  o To contact DFE: https://www.gov.uk/contact-dfe
  o 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. If you are unable to access this website we can send you a copy of this information.
- National Student Database - owned and managed by the Department for Education, this database contains information about students in schools in England. It provides information in relation to educational performance for the purposes of independent research and studies commissioned by the Department for Education. It is held in electronic format for statistical purposes and is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information
- NECOP (North East Collaborative Outreach Programme) - a partnership between all the universities and FE colleges in the North East region designed to support young people in considering higher education. NECOP is funded by the Higher Education Funding Council for England (HEFCE).
- FROG (our virtual learning environment) www.frogeducation.com - an online system that allows teachers to share educational materials with their pupils via the web and email.
- SISRA (our academic performance analysis program) https://www.sisra.com/data-protection
- Gateshead Council (our catering contractor) http://www.gateshead.gov.uk/sites/Gateshead-School-Catering/Home.aspx
- SIMS (our information management system) https://www.capita-sims.co.uk/
- CPOMS (student behaviour monitoring software) http://www.cpoms.co.uk/gdpr/
- HEGARTY MATHS (Mathematics teaching and learning software) https://hegartymaths.com

If you require further information as to the information we share with the above organisations, then please contact Mr C Hutton (Data Protection Officer) at Sedgefield Community College on 01740 617777 or email at school@sedgefield.cc.

Storing student data

We hold student data covering a variety of school activities, and only retain this information for as long as required by law or the period required to carry out the functions of the school.
In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so. We can keep information about you for a very long time if we need this for historical, research or statistical purposes.

The specific items of data and the period of time that we retain each item is outlined below.

<table>
<thead>
<tr>
<th>Data description</th>
<th>How is the data stored</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students educational Record required by The Education (Student Information) (England) Regulations 2005</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>Date of Birth of the student + 25 years</td>
</tr>
<tr>
<td>Special educational needs information.</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>Date of Birth of the student + 25 years</td>
</tr>
<tr>
<td>Relevant medical information.</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>Date of Birth of the student + 25 years</td>
</tr>
<tr>
<td>Biometric data</td>
<td>On school secure server</td>
<td>Until the student is taken off the school roll.</td>
</tr>
<tr>
<td>CCTV footage</td>
<td>On dedicated password protected computer.</td>
<td>All footage is automatically deleted after 2 weeks. Unless it is to be retained longer as it relates to an incident. (e.g forms part of a disciplinary investigation)</td>
</tr>
<tr>
<td>Digital images of students</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>Date of Birth of the student + 25 years</td>
</tr>
<tr>
<td>Exclusions / behavioural information</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>Date of Birth of the student + 25 years</td>
</tr>
<tr>
<td>Post 16 learning information.</td>
<td>Digital format on school secure server.</td>
<td>Until the student is taken off the school roll plus 2 years.</td>
</tr>
<tr>
<td>Attendance register</td>
<td>Digital format on school secure server.</td>
<td>3 years from the date the student leaves secondary education.</td>
</tr>
<tr>
<td>Correspondence relating to authorized absence</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>Current academic year plus 3 years.</td>
</tr>
<tr>
<td>Parental consent forms for school trips;</td>
<td>Paper format in locked storage. Digital format on school secure server.</td>
<td>• Conclusion of the trip • Date of Birth of the student + 25 years</td>
</tr>
<tr>
<td>• where there has been no major incident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• where there has been a major incident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment information;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Internal assessments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• External examination results.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External examination results;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Digital format on school secure server.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All uncollected certificates should be retained for 1 year then logged and disposed of as per JCQ guidelines</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Open access to paper format to students/parents.

<table>
<thead>
<tr>
<th>Students’ work other than coursework / controlled assessment work.</th>
<th>Digital format on school secure server. Unsecured access to paper format to students/parents.</th>
<th>Work returned to student at the end of the academic year and where this is not possible, work will be disposed of at the end of that academic year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ work that is coursework or controlled assessment</td>
<td>Digital format on school secure server. Paper format in locked storage where practical.</td>
<td>Work stored in accordance with the appropriate exam board criteria, with students given the opportunity to collect work at the end of this period and any remaining work to be disposed of when this period comes to an end.</td>
</tr>
</tbody>
</table>

**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 Mr C Hutton (Data Protection Officer) at Sedgefield Community College on 01740 617777 or email at school@sedgefield.cc

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.

You also have the right to contact the Information Commissioner’s Office at [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/)

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Mr C Hutton (Data Protection Officer) at Sedgefield Community College on 01740617777 or email at school@sedgefield.cc.