



Millfield Science and PA College

Privacy Notice for students - How we use Information about pupils in school

What information we collect, hold and share

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 for Education (DfE).

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, date of birth, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment information
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications. (Please see the LRS Privacy Notice for more information on this).

Why we collect and use this information

We collect and use this personal data to:

- support our pupils' learning
- monitor and report on pupil attainment progress
- provide appropriate pastoral care; and
- assess the quality of our services
- to comply with the law regarding data sharing
- to determine and record attendance
- to safeguard pupils
- to keep pupils safe (food allergies, emergency contact details)
- submit the school census returns which is a statutory requirement on schools under Section 537A of the Education Act 1996

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research

Collecting pupil information

We collect pupil information via registration forms or Common Transfer Files (CTF) or secure file transfer from previous schools.

Pupil data is essentially for the schools' operational use. 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.

Storage of pupil data

We hold pupil data securely up to the 31st August of the year the student reaches 25 year of age as per the school's retention schedule.

Who we share pupil information with

Schools that the pupils attend after leaving us.

Our Local Authority – some of this data is shared via Wonde – Please see separate Privacy Policy

Youth support services (Pupils aged 13+)
the Department for Education (DfE)

The school uses SIMS as the main database to record staff/students information as required by the DfE. The system is supported through LCC via BT Lancashire Services. The software is provided by Capita.

The school uses School Senergy for emailing parents, remote learning, homework, registers and behaviour points.

We routinely share student data with:

DfE – Voluntary national daily collection of pupil attendance (see also information on page 4)

Career Nav Guidance Services – Careers Advisor

Compass +

Education Business Partnership North West – Work Placement vetting

Cunninghams – Quick dine canteen payment system that integrates with Parent Pay

Parent Pay – to allow parents and staff to pay funds online for school catering and trips

Edenred – for holiday supermarket vouchers for fsm students

Holiday Activities – HAF codes for holiday activities for fsm students via Wonde

Eclipse – Online student library

GCSE pod – Online student app

SISRA – Assessment tool for teachers

CPOMS – Child Protection and safeguarding system

Groupcall – Looked after call

Mr R Blake – Life Coach

School Nurse/NHS/Social Care

School Photographer
Examination boards
GL Assessment for the Year 7 CAT tests
Literacy Assessment online
ESS Reading Cloud – Library management system
Mathswatch
Hegarty maths
Provision map – a management information system for SEN
IDL – dyslexia support
Testing for exam concessions – J Smith
Evolve – school trip management system
Pastoral support and safeguarding organisations such as the Butterfly Project, Trinity Hospice, CAMSS (Parents will be informed)
Vocabulus
IRIS teaching support software (recording of teaching practise)
Information gathering by school staff for attendance at parent evenings.
Other Learning Apps which teachers find useful and offer a high degree of security may be added to this list and updated on an annual basis.
Students may register themselves on learning apps providing their own personal email address. The information will not come from the school's management information system.
Please note, to help us manage our data protection obligations, the school uses Wonde; a data management protection system used to maintain, manage and control the data we share whilst maintaining the highest level of security. (Please see separate Wonde privacy notice on the school website).

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 for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

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

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department for Education (DfE) has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

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 school Data Protection Officer - Mrs D Mountford (School Business Manager) who will provide a subject access request form

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 inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer below.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Last updated August 2025

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs D Mountford Data Protection Officer

Millfield Science and PA College, Belvedere Road, Thornton Cleveleys, Lancs, FY5 5DG

01253 865929

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