

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

- Personal information (such as name, unique student number and address)
- Parent/Carer/Other with responsibilities information (such as name, contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, biometric information for catering provision)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and course information
- Medical information
- Special Educational Needs information
- Student Inclusion information
- Exclusion and Behavioural information
- Post-16 information and destination information
- Financial information

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care and keep students safe
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide catering purchasing facilities

The lawful basis on which we use this information

We collect and use student information under the following lawful basis:

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Vital interests: the processing is necessary to protect someone's life

Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. This basis will only be used where processing data for reasons that fall outside our tasks as a public authority.

If you require further information regarding the lawful basis for processing for a specific purpose, please contact the Data Protection Officer, (see contact section below).

Cox Green School must also comply with an additional condition where it processes special categories of personal information. These special categories include: racial or ethnic origin, religious or philosophical beliefs, health information, free school meals information, biometric information, publishing photographs, data relating to criminal offences.

When processing special category data, set out in Article 9 of GDPR, as well as one of the six lawful basis for processing, we must ensure that a condition for processing from the following list applies:

Consent: explicit consent has been given to the processing of those personal data for one or more specified purposes.

Obligations and rights: carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

Vital Interests: processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Public domain: processing relates to personal data which are manifestly made public by the data subject.

Legal Claims: processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

Public Interest: processing is necessary for reasons of substantial public interest.

Medical Purposes: processing is necessary for the purposes of preventive or occupational medicine, the provision of health or social care or treatment or the management of health or social care

Archiving purposes in the public interest: processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Schools will also need to know and rely upon the additional conditions for processing special category in Schedule One of the Data Protection Bill, when finalised.

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. Where the providing of information is voluntary we will ask your explicit consent and you are able to withdraw your consent at anytime. Any use of your information before you withdraw your consent remains valid. Please contact the school office if you wish to withdraw consent. This only relates to information that consent has been requested for.

Storing student data

We hold student data for the following retention periods:

Data Set	Retention
Student file	Year of birth +25
Child Protection file (separate)	Year of birth +25 then reviewed
Special Education Needs files	Year of birth +25 We hold student data for [settings need to include the length of time for which the personal data will be stored]
Admissions information (non-starter)	1 year
Identity Management and authentication	Year of birth +25
Catering and Biometrics	Date of leaving +1
Trips and activities	Trip File (taken on the trip) destroyed following the trip. Major medical incident (that needed an outside agency) retain trip file and info relating to incident until youngest child becomes 25
Financial information	6 years +1
Images and video	Year of birth +25 unless kept for historical archives

Who we share student information with

We routinely share student information with the following organisations:

Schools that the student's attend after leaving us	
Department for Education (DfE)	www.gov.uk/government/organisations/department-for-education
Schools that we work in a consortium with to provide post-16 provision; Altwood School, Desborough College, Furze Platt Senior, Newlands Girls School.	www.altwoodschool.net www.desborough.org.uk www.furzeplatt.com www.newlandsgirlsschool.co.uk
Alternative Education settings; Haybrook, Harmony, Aspire etc.	
Department of Health	www.dfh.gov.uk

Berkshire Healthcare Foundation Trust	www.berkshirehealthcare.nhs.uk
Ofsted	www.ofsted.gov.uk
Ofqual	www.gov.uk/government/organisations/ofqual
Thames Valley Police or other forces as needed	www.police.uk
Berkshire Maestros	www.berkshiremaestros.org.uk

We share data with the following information systems:

Supplier Name	System Name	Transferred to 3 rd country	Website
Achieving for Children	Children and School Improvement service		www.achievingforchildren.org.uk
Alkemygold Ltd	ALPS		www.alps-va.co.uk
Apple Travel Ltd		N	www.appletravel.co.uk
AQA Education/Doublestruck Ltd	AQA, Teachit, ExamPRO/MERiT		www.aqa.org.uk
Art Projects for Schools			www.apfs.org.uk
Autodesk	Tinker	√	www.tinkercad.com
Bacs Payment Schemes Limited	Bacs		www.bacs.co.uk
Boardworks Ltd	Doddle Homework/Suite	√	www.boardworks.co.uk
British Science Association	Crest		www.britishscienceassociation.org
Buckinghamshire New University	Bucks New University		www.bucks.ac.uk
BurnhamSportsAcademy Limited	Sports Academy		www.sport.coxgreen.com
Cambridge University Press	Cambridge essentials		www.cambridge.org
Capita Education Software Services	NovaT6, SIMS Assessment, Core Suite, Curriculum Management Suite, Discover, Lesson Monitor, Options, SIMS.net, SOLUS		www.capitaeducationsoftware.co.uk
Cisco Systems Inc.	Meraki WiFi	√	www.meraki.cisco.com
Civica UK Ltd	Civica		www.civica.com
Class Twist Inc	Class Dojo	√	www.classdojo.com
Codecademy, Inc.	Codecademy	√	www.codecademy.com
Codementom Ltd	Codementom		https://codementum.com/contracts/eu-privacy-notice
Cold Brew Labs Inc	Pinterest	√	www.pinterest.co.uk
EtonX Limited	EtonX		https://etonx.com
FFT Education Ltd	FFT Aspire		www.fft.org.uk
Fizz Portraits	Fizz Portraits		www.fizz-portraits.co.uk
Focus on Sound	Focus on Sound		www.focusonsound.com
GL Assessment Limited	Cognitive Abilities Test (CAT4), New Group Reading Test (NGRT), Pupil Attitudes to Self and School (PASS)		www.gl-assessment.co.uk
Google	Analytics, G Suite, Gmail, Google Chrome, Google Classroom, Google Docs, Google Drive, Google Forms, Google Sheets, Google Slides, YouTube.	√	www.google.co.uk
Grok Learning Pty Ltd	Grok Learning Platform	√	https://groklearning.com
Groupcall Limited	Emerge, Groupcall Xpressions, IDaaS, Messenger, XoD, Xporter		www.groupcall.com
iAchieve	iAchieve on line vocational courses		www.iachieve.org.uk
Idea Foundation	Idea Badge	√	https://idea.org.uk/privacy
Innovate Food Limited	Innovate catering		www.innovatefood.co.uk
Istek UK LTD	Private Fund Manager		www.istekuk.com
Itza Media Limited	itza.io	√	http://itza.io/

Jigthings Limited (t/a Educational Quizzes)	Educational Quizzes		www.jigthings.com/uk
Kahoot!	Kahoot!	√	www.kahoot.it
Languages Online Ltd	Languages on line		www.languagesonline.org.uk
Linguascope	Linguascope		www.linguascope.com
Lloyds Bank	Lloyds Link		www.lloydsbank.com
Mathsbox Limited	Mathsbox		www.mathsbox.org
MacIntyre Hudson LLP	Auditors		www.macintyreHUDSON.co.uk
memrise	Memrise		www.memrise.com
Meritec Limited	CPOMS		www.meritec.co.uk
Mongorolla CIC	I'm a Scientist		https://imascientist.org.uk
Oxford University Press (OUP)	Kerboodle/MyMaths	√	www.global.oup.com
Papercut	Papercut MF		www.papercut.com
Pearson Education Limited	ActiveLearn, Edexcel, Exam Wizard		www.pearson.co.uk
The Pixl Club Ltd	Pixl Classroom	√	www.pixl.org.uk
Plickers Inc	Plickers	√	www.plickers.com
Quizizz inc	Quizizz	√	www.quizizz.com
Renaissance Learning UK Ltd	Accelerated Reader	√	www.renlearn.co.uk
Royal Borough of Windsor and Maidenhead	RBWM		www.rbwm.gov.uk
Royal Society of Biology	Biology challenge		www.rsb.org.uk
Schoology Inc.	Schoology	√	www.schoology.com
Scratch	Scratch	√	www.scratch.mit.edu
Semantise Ltd	First Class hosted by Semantise		www.semantise.com
SISRA Ltd	SISRA Analytics		www.sisra.com
Smoothwall Ltd	Smoothwall Secure Web Gateway Web Filter, Smoothwall Unified Threat Management		www.smoothwall.com
Software for Data Analysis Ltd	FSM Online		www.cloudforedu.org.uk/ofsm/mwschools/ https://sda.infotap.uk
sQuidcard Limited	sQuid Cashless Catering		www.squidcard.com
Stat Solutions Ltd	ASSET for Schools		www.statsolutions.co.uk
SurveyMonkey	Survey Monkey	√	www.surveymonkey.co.uk
Cascaid	Kudos		https://kudos.cascaid.co.uk
Tassomai Ltd	Tassomai	√	https://www.tassomai.com/
Thames Valley Hub			https://www.berkshirebusinesshub.co.uk/
Careers and enterprise company			https://www.careersandenterprise.co.uk/
The Duke of Edinburgh's Award	The Duke of Edinburgh's Award (DofE)		www.dofe.org
Tutor2u limited	Tutor2u		www.tutor2u.net
Two Teachers	Two Teachers	√	https://www.twoteachers.co.uk/privacy-policy
UCAS	UCAS		www.ucas.com
University of Edinburgh	ARC GIS Edina Digimap		https://digimap.edina.ac.uk
Yegros Education LLC	Conjuguemos	√	https://conjuguemos.com

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

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 share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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

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 the Royal Borough of Windsor and Maidenhead local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about 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, contact enquiries@coxgreen.com

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

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.
- to refuse or withdraw consent to the use of biometrics

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

Cox Green School has appointed a Data Protection Officer: Colin Howard, Data Protection Officer, Satswana, Pembroke House, St Christophers Place, Farnborough, Hants, GU14 0NH.

The following people can be contacted for further information:

Colin Howard	Data Protection Officer	Concerns about Cox Green Schools Data Protection procedures; Reporting of breaches of Data Protection	help@satswana.com 01252 546898
Danny Edwards	Headteacher, Cox Green School	For general information on how we use your child's data	enquiries@coxgreen.com 01628629415
Tom Smith	IT Systems and Network Manager, Cox Green School	For queries relating to this privacy notice; object to the processing of personal data; prevent processing for direct marketing; object to decisions being taken by automated means; to have have inaccurate data rectified; to request data is erased or destroyed; to report a breach of Data protection regulations.	t.smith@coxgreen.com 01628 629415
Information Commissioner's Office			https://ico.org.uk/concerns/ 0303 123 1113