

APPENDIX A

Who we share data with and why

Youth Service

Once students reach the age of 13, the law requires us to pass on certain information to the provider of Youth Support Services in our area. This is the local authority support service who have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996. The County Council has a statutory responsibility to ensure that young people aged 16 to 18 in its area can engage in suitable education, training, or employment. As part of this process students who have left the school and their parents may be contacted by WSCC (West Sussex County Council) Careers advisers or WSCC staff, asking for information on their current educational and employment details.

We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the provider of Youth Support Services in your area by informing Mrs Farr. This right is transferred to the child once he/she reaches the age 16.

For more information about services for young people, please go to the local authority website <https://www.westsussex.gov.uk/>.

Nourish Contract Catering

Nourish staff are contractually engaged to operate catering within school and are responsible for operating our refectory. Therefore, student names, biometric information and food related allergies, intolerances and medical conditions are passed to Caterlink for the purpose of maintaining lunch accounts.

Career Guidance

As part of our statutory obligation to provide impartial careers advice and guidance we will work with Kickstart Careers and Elev8 Careers to deliver one-to-one personal guidance; we pass names of learners in key stage 4 and key stage 5 to our external careers guidance advisors, in order for them to run Careers Guidance Interviews, Trio Guidance Sessions and targeted CEIAG (Careers Education, Information, Advice and Guidance) Workshops. The personalised guidance aims to raise awareness of progression and careers opportunities so that our learners are supported in making informed decisions about their futures.

We will also work with The Careers and Enterprise Company [CEC] through their Enterprise Advisory Network, Get Career Confident, West Sussex County Council and UniConnect to provide statistical data about students to aid the allocation of funding and resources. The school will also provide its independent careers adviser with student names and age for the purpose of 1-1 guidance interviews delivered on site. We will also provide information on careers and appropriate further study

pathways using a platform known as Unifrog; further details of Unifrog are available in Appendix B. The school also works with a range of careers related platform and more information about these are found on our careers website pages ;students will register with these platforms independently.

In addition, we will work with the Sussex Learning Network and Elev8 Careers as part of their Get Career Confident programme. Sussex Learning Network is a partnership of further education colleges, universities, local authorities, and local enterprise agencies, which aims to enable all young learners in the region to access, participate in and progress through to higher-level education. Get Career Confident delivers one-to-one personal guidance to learners across Sussex via trained advisors. The project aims to improve the quality and quantity of personal guidance that young learners receive, to raise awareness of progression and careers opportunities across the region, and to support learners to make informed decisions about their futures. We will supply information to Sussex learning Network and Elev8 about students who take part in this programme. Uni Connect brings together 29 partnerships of universities, colleges and other local partners to offer activities, advice and information on the benefits and realities of going to university or college.

The Sussex Learning Network also takes part in the Uni Connect programme, which offers advice and information on the benefits and realities of going to university or college. This programme tracks the progression of year 13/14 students and the participation of students in higher education.

Exam Boards

Students' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications
- Department for Education; Local Authority;

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Department for Education (DfE)

We are required to share information about our students with our local authority (LA), the Department for Education (DfE) and their agents under section 3 of The Education (Information About Individual pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the Department for Education, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Some of this information is then stored in the National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so, and it is following GDPR

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit:

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

If you need more information about how the local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.westsussex.gov.uk/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our students to CCGs.

CCGs use information about students for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual students. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

Local Authority - education and training

We are required, by law, to pass certain information about our students to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their students go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Students and/or a parent/guardian will need to inform the school/LA if this is what they wish.

If you want to see a copy of information about you that the LA holds, please contact the WSCC Data Protection Officer: FOI@westsussex.gov.uk

Local Authority – Social Services

To comply with our statutory safeguarding duties, we are required, by law, to pass certain information about our students to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the WSCC Data Protection Officer: FOI@westsussex.gov.uk

Wonde – School Vouchers

The DfE has announced that it will pay for free school meals for eligible children during school holidays until April 2022. In West Sussex Wonde's School Vouchers system will be used to provide our Free School Meals students with vouchers that can be used during the school holidays. We will therefore be passing relevant student information to Wonde to enable them to identify and communicate with our free school meal families.

Further information can be found at [wonde.com/free school meals](https://wonde.com/free-school-meals)

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to students, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

Sussex University Widening Participation Scheme (Villiers Park)

Villiers Park Educational Trust is a national social mobility charity, which delivers programmes for high ability students aged 14-19 from less advantaged backgrounds. A formal agreement exists between the school and Villiers Park. We pass Villiers pastoral and academic information to help identify suitable candidates to take part in their programmes. This data is deleted by Villiers within 30 days of a student leaving the programme and when it is no longer required for reporting purposes. Parents

are informed when their child becomes part of the Villiers Scheme and then when they leave the scheme.

For further information please see <https://www.villierspark.org.uk/>

National Tuition Programme – Randstad Education

Through the National Tutoring Programme schools can access quality tutoring from an approved list of providers. This tutoring is designed to give additional support to normal classroom teaching for selected students. For students who take part in this programme, we will pass Randstad Education pastoral and academic data which will be transferred and stored following GDPR protocols. Personal data gathered during this programme will only be used for the purposes of evaluating the National Tutoring Programme and conducting research related to the impact of COVID-19 and school closures on students' attainment and other outcomes. No individual school, teacher or student will be named in any report arising from this work.

For further information please see <https://nationaltutoring.org.uk/ntp-tuition-partners/for-schools>