Arts & Media School
ISLINGTON

Privacy Notice
How we use Pupil Information

The Categories of pupil information that we collect, hold and share include;
- **Personal Information**, such as:
  *Name and D.o.B
  *Unique Pupil Number
  *Address and Contact Details
  *Medical information and contact details
  *Educational History
  *Special Educational Needs information
  *Safeguarding details (for further information please see additional Privacy notice)
  *Assessment and Exam Results.
- **Characteristics**, such as:
  *Ethnicity
  *Language (mother tongue and additional languages)
  *Nationality
  *Religion
  *Country of Birth
  *Free School Meals Eligibility
- **Attendance information**, such as;
  *Sessions attended
  *Punctuality
  *Number of absences and reasons why.
  *Exclusions
  *Post 16 learning information.

Why we collect this information?
We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Legal Obligation.

Collecting pupil information
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.

Storing pupil data
We hold pupil data for;
- We hold basic student data until the pupil reaches 25 years of age.

Who will we share pupil information with?
We routinely share pupil information with:
- Schools that the pupil's attend after leaving us.
- Our local authority.
- The Department of Education (DFE)
- The school nurse (NHS Team)

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 of 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.

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 student once he/she reaches 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education and 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.

Short term information collection

CCTV – the school is monitored by close circuit television 24 hours per day. Our cameras are placed in strategic points within the school.

The points of origin are;

- Key entrances and exits.
- Playgrounds.
- Corridors

Information collected;

- We record and store visual data on a daily basis.
- Data is kept on the system for 30 days – this is a rolling pattern.

We use this data to;

- Protect the security and integrity of the building
- To ensure the safety of all of our students.