



## Article 30 Record of Processing

This document describes how Royds School processes personal data. It is recognised that Article 30 of the General Data Protection Regulation (GDPR) imposes documentation requirements on controllers and processors of data. This record is information that is confidential to the school but will be provided to supervisory authorities (such as the Information Commissioner's Office) on request and as required by the GDPR.

### School Details

<b>School name:</b>	Royds School
<b>Address:</b>	Pennington Lane, Oulton, Leeds, LS26 8EX
<b>Phone number:</b>	0113 205 9559
<b>DPO Name:</b>	Kate Davison

### Joint Controller Details

Brigshaw Learning Partnership, Royds Learning Trust and Temple Newsam Learning Partnership Co-operative Trust, hereafter referred to as Brigshaw, Royds and Temple Moor operate a partnership for Post 16 provision. All three organisations are data controllers and sharing personal data is essential for the success of the partnership.

<b>Brigshaw :</b>	Wendy Harrington	<b>Address and phone no:</b>	Brigshaw Lane, Allerton bywater, Castleford, WF10 2HR 0113 2878925
<b>Royds:</b>	Kate Davison	<b>Address and phone no:</b>	Pennington Lane, Oulton, LS26 8EX 0113 205 9559
<b>Temple Moor:</b>	David Noble	<b>Address and phone no:</b>	Field End Grove, Selby Road, Leeds LS15 0PT, 0113 390 0770

### What information do we hold?

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

- Personal information such as your name, date of birth, gender, unique student number, address, phone number or email address.
- Characteristics such as your ethnicity, language, nationality, country of birth and free school meal eligibility or whether you have had free meals in the past.
- Welfare information such as whether you have a medical condition (e.g. if you take medicine, how we need look after you), if you have any allergies or if you have had any child protection support such as Social Care.
- Contact information for parents and carers e.g. names, email addresses, phone numbers and the relationship to the student.
- School information such as which schools you have attended previously or your form, courses studied and timetable information.
- Special educational needs information such as type of need and supporting documentation.
- Attendance information such as how many sessions attended, number of absences and absence reasons.
- Assessment information like STEP marks or test or exam grades.
- Behaviour, exclusion and rewards data.
- Photographs and CCTV images captured in school.
- Biometric data.

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

- Personal information including your name, date of birth, pay number, national insurance number, address, phone number or email address.
- Special categories of data including characteristics such as gender, age, ethnicity, medical needs, religion and marital status.
- Welfare information such as whether you have a medical condition, disabilities, allergies or any support mechanisms in place.
- Contact information for emergency contacts and next of kin e.g. names, email addresses, phone numbers and the relationship to the staff.
- Contract information such as start dates, hours worked, post, roles, salary information and other information necessary to run payroll systems e.g. bank details.
- Absence information such as number of absences, dates and reasons.
- Professional information such as CPD records, qualifications, teacher number and, where relevant, subjects taught.
- Quality assurance information such as scrutiny and evaluation results.
- Safeguarding information such as DBS numbers, prohibition checks, dates, ID seen, safer recruitment checks and details of any allegations or safeguarding incidents where relevant.

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

- Personal information including your name, date of birth, address, phone number or email address.
- Special categories of data including characteristics such as gender, age, ethnicity, medical needs, religion and marital status.
- Contact information for emergency contacts and next of kin e.g. names, email addresses, phone numbers and the relationship to the staff.
- Attendance information such as number of absences, dates and reasons.
- Professional information such as CPD records and qualifications.
- Professional and governance information such as employment, membership of other governing bodies or pecuniary interests.
- Safeguarding information such as DBS numbers, dates, ID seen, safer recruitment checks and details of any allegations or safeguarding incidents where relevant.

## Why do we collect and use this information?

We use student data to:

- support student learning and make sure we give the right support to students.
- monitor and report on student progress.
- provide appropriate pastoral care and safeguard our students.
- assess the quality of our services.
- comply with our legal requirements such as returns to the Department for Education or Health and Safety legislation.
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- have accurate medical information on each student.
- have emergency contacts for each student.
- provide a service such as cash free catering.
- administer admissions waiting list.
- provide information to families about events and activities at the school.

We use staff data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- support staff both personally and professionally.
- ensure appropriate safeguarding checks and systems are in place.

- to comply with our legal requirements such as returns to the Department for Education or Health and Safety legislation.
- to comply with the law regarding data sharing.

We use governor data to:

- enable the development of a comprehensive picture of the governance
- share Governor information with the community to ensure transparent governance
- inform the development of recruitment and retention policies
- support governors both personally and professionally.
- ensure appropriate safeguarding checks and systems are in place.
- to comply with our legal requirements such as returns to the Department for Education or Health and Safety legislation.
- to comply with the law regarding data sharing.

## **What is the lawful basis on which we use this information?**

We collect and use most student information under Article 6 (1)(c) Legal Obligation or Article 6 (1)(e) Public Task of the General Data Protection Regulations. Although this list is not definitive, the majority of our legal obligations stem from:

- Health and Safety Act 1974
- Limitation Act 1980
- Childrens Act 1989 and 2004
- Control of Asbestos at Work Regulations 1996 and 2012
- Education Act 1996, 2002 and 2011
- The Control of Substances Hazardous to Health Regulations 1997 and 2002
- School Standards and Framework Act 1998
- Terrorism Act 2000 and CTSA 2015
- Education (Pupil Information) Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006, 2010, 2011, 2013 and 2016
- Safeguarding Vulnerable Groups Act 2006
- School Information (England) Regulations 2008
- Children and Young Persons Act 2008
- Designated Teacher (Looked After Pupils etc) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Children and Families Act 2014
- Care Act 2014

- Special Educational Needs and Disability Regulations 2014

Where special category data is processed, this is done under:

- Article 9(2)(a): explicit consent
- Article 9(2)(b): legal requirement. This is usually as as part of census required by the Department for Education or to fulfil equality monitoring requirements.

## Who do we share student information with?

We routinely share student information with:

- Schools or education provider that the student's attend after leaving or where a managed move or alternate provision arrangement is being set up.
- Brigshaw High and Temple Learning Academy where students study within the Post 16 partnership.
- Leeds City Council (our local authority) or a student's local authority if different and required.
- the Department for Education (DfE) and Education Skills Funding Agency (ESFA)

Several third party providers or partnerships which are crucial to school operation, many are IT systems. The school has appropriate arrangements in place to ensure the security of the data we pass to them. This list includes some of the most common but is not exhaustive:

- SIMS. This is the main school information management system run by Capita.
- Microsoft.
- SISRA runs all school performance data and data analysis.
- CPOMS run by Meriec is used for all child protection and welfare records.
- ParentPay and Nationwide receive information needed to run the canteen and payments systems.
- School Gateway run by SchoolComms is used for parental communication and engagement.
- EntrySign is used for signing students in and out as well as visitor entry.

Leeds City Council secure IT systems such as SAM (school's admission system), Synergy (for securely sharing SEN information) or Evolve (for arranging educational visits) are used.

The school is part of several school to school support alliances such as PiXL, the Red Kite Alliance and Leeds City Council's SLDM programme. Student data is not routinely shared however activities such group moderation take place where data may be discussed in general terms.

There are many other third party welfare agencies that we share information with when required. Unless exceptional circumstances apply, consent to share information will normally be sought. This list includes some of the most common but is not exclusive:

- School Nursing Team and other healthcare support agencies.
- Social care, a student's local cluster or support agencies such as CAHMS.
- Education Psychologist and other support agencies e.g. STARS or Scope.
- West Yorkshire Police through the Safer Schools Partnership.
- Local primary schools.
- Exam boards.

## **Retention Information**

A full retention schedule is available in Royds School Records Management Policy

## **Security Measures**

Details of technical and organisational measures are available in Royds School Information Security Policy.

## **Changes to the Record of Processing Activities**

The school reserves the right to amend this record of processing activities from time to time consistent with the GDPR and other applicable data protection requirements including ICO guidance.