

Victoria CP School - Incerts Privacy Notice

Pupil data you supply for Incerts

When your school or organisation chooses to use the Incerts system, we need the following personal data at a minimum about the children being added to the system:

- Forename
- Surname
- Date of Birth
- Gender
- UPN
- Class

You can choose whether or not to add the following information to the system:

- Ethnicity code
- SEN status
- LAC status
- Other health/socio-economic data
- **Why we need this**
- We need a small amount of information about children so that we can add them to the system, and you can make your assessments easily. The UPN is required so that we can uniquely identify each child amongst the thousands of records we store, and including gender and date of birth allows you to use simple tracking and analysis features within the system.
- If a child leaves your school, you can easily transfer their assessment data to their new school by contacting us. We can also amend their assessment data for you.
- Sensitive data, such as ethnicity, is given voluntarily by you as the controller of pupil data, and is not required for normal use of the system.
- **How we process it**
- You can use our secure transfer site, <https://transfer.incerts.org>, to transfer your data to us. This system uses the highest level of industry standard security. Any data we return to you can be transferred by the same pathway.
- If you give your permission as controller of the pupil data, we can send and receive data securely with your Local Authority, or any other institution you wish to share your data with.
- When we receive the data, it is held in a secure location, and then uploaded to the Incerts system, where it can only be accessed by individuals with logins to the system.
- If the systems we use to host your data require maintenance, the third party providers of those systems will sometimes be permitted access to the system. This is strictly limited to the task that they need to perform. In the event that the Assessment Foundation is unable to host the data you provide us with, a GDPR compliant third party supplier may be used to ensure continuity of service to you. Any such third party supplier will be subject to data protection agreements that mirror the agreement between the Assessment Foundation and your school.

- Data recorded in Incerts is transported over encrypted channels to server centres that are already fully GDPR compliant, and thereafter we apply the appropriate industry-standard protocols to protect it from unauthorised access.
- **Data Retention**
- The Assessment Foundation will retain personal data provided in accordance with your instructions upon termination of the contract of service with us, and as required by applicable law. By default, we retain archive versions of your pupil data for the period requested by school inspectorates.
- **Your rights under GDPR**
- The Assessment Foundation act as a processor of your pupil data. This means that your school makes the decision to use our system for storage of the data, what it is used for, and when it is added, updated or removed. We can only use the data you provide us with for the purposes you agree to here.
- If you know or believe that any data we hold to perform the functions listed above is incorrect or has changed, you have the right to request that we update it. You can also ask us at any time for details of the personal data we hold, and to update, rectify or remove it as you prefer. We must supply data to you in a portable format - i.e. in a format you can easily read and transfer to another system if needed.
- Any such request should be directed to the contact details above.
- If our data security is breached, we are required to notify you within 48 hours, and notify the data authority for the England and Wales, the Information Commissioners Office (ICO). If you believe we have failed in our duty to handle your data lawfully, securely and fairly, you can report this to the ICO. However, it is advisable that you raise the issue directly with us, so that we can rectify the matter or clarify your rights.
- For any request made to us, you have a right to a response and action within one month, and without undue delay.

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INCERTS -PERMISSION

Please sign, date and return if you agree to the above:

Signature: _____

Name of child: _____

Date: _____

If you wish to withdraw your consent, please inform Mrs Eccles in writing.