

Derby Schools Transition Portal 2022

Statement of Data Processing



To assist schools with the transfer of pupil data when Year 6 children move to high schools in September 2022, Derby City LA will be utilising an online portal called 'Transition'. To comply with our legal duty and commitment to openness and transparency we have decided to provide the parents of children in Year 6 with the data privacy statement they have provided. This can be found below :

Derby Schools Transition Portal : Data Privacy Statement

Purpose of the Transition Portal :

To improve the Primary to Secondary Transition Portal process and enable us to share data more effectively beyond the reach of the Derby City Local Authority, we will be asking all schools to upload their own cohort of year 6 students.

Description	Details
Subject Matter Of The Processing	Transfer of pupil data from their primary school to their destination secondary school.
Duration Of The Processing	1 year from Monday 24th January 2022.
Nature And Purpose Of The Processing	<p>The personal data of the data subjects (pupils) will be securely uploaded by the pupil's primary school. Following National Offer day, secondary schools will be able to request the personal data of pupils offered places at their schools. The purpose of processing the data is to ensure that the secondary schools have knowledge of all relevant pupil information and to support pupils during the transition process.</p> <p>Further processing of the data will be undertaken by agreed, named, third parties, such as, but not limited to, Link ICT Services Limited, Derby City Council and the School Development Support Agency to enhance the transition support offered to schools and pupils. Details of these sub processors will be made available on the School Transition website here and any updates to the list of agreed sub processors will be communicated to users of the Transition Portal.</p>
Type Of Personal Data	<p>The following types of student personal data will be processed:</p> <ul style="list-style-type: none"> - Personal information (such as, but not limited to, name, unique pupil number, primary and secondary school) - Characteristics (such as, but not limited to, ethnicity, language, nationality, country of birth and free school meal eligibility) - Attendance information (such as, but not limited to, attendance percentages, number of absences and absence reasons) - Assessment information (such as, but not limited to, teacher grade judgement) - Relevant medical information - Special Education Needs information - Behavioural information (such as, but not limited, exclusions) - Safeguarding information (such as, but not limited to, involvement of other agencies) <p>The following Personal Data will be held for users of the Transition Portal:</p> <ul style="list-style-type: none"> - Personal information (such as name, job title, email address, employment, IP address, Session IDs) - Interactions between Transition Portal Users and School Transition Limited, such as support tickets raised or queries made with our support team - Information collected automatically relating to the Transition Portal to include information eg a user's IP address, device type, unique device identification numbers and login information, browser-type and version, time zone setting, operating system and platform, broad geographic location (e.g. country or city-level location) and other such technical information

Categories Of Data Subject	The data subjects include and are limited to: primary school pupils transitioning to secondary school; staff members using the Transition Portal.
Plan For Return And Destruction Of The Data Once The Processing Is Complete Unless Requirement Under Union Or Member State Law To Preserve That Type Of Data	Data will only be retained for as long as is necessary for the purpose of transition. Following confirmation that the transition process is complete the data will be securely deleted.

Data Statement Provided To The Harmony Trust By Hannah Everett of School Transition Ltd on the 19th January 2022.

Information Checked for Compliance By The Harmony Trust DPO - 20th January 2022.

The legal basis upon which The Harmony Trust will process the data requested in this manner / form is : Public Task

