

Processing, Personal Data and Data Subjects – August 2021

Description	Details
Subject matter of the processing	Transfer of student data from their secondary school to their chosen post-16 provider.
Duration of the processing	2 years from the go live date in 2020.
Nature and purposes of the processing	<p>The personal data of the data subjects will be securely uploaded by the data subject's secondary school. Upon confirmation of enrolment at the data subject's chosen post-16 institution, the personal data will be made available. The purpose of processing the data is to ensure that the post-16 institutions have knowledge of all relevant student information to further support students during the transition process.</p> <p>Further processing of the data by Derby City Council will be undertaken to establish which data subjects do not enroll in further education at a post-16 institution. Destination information, including post-16 destination and course details will also be shared with the data subject's secondary school and Derby City Council.</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 name, unique pupil number and address) • Contact details, including parental contact details • Attendance information (such as, but not limited to, attendance percentages, number of absences and absence reasons) • Assessment information (such as, but not limited to, exam results and teacher assessment judgements) • Relevant medical information • Special Education Needs information • Behavioural information (such as, but not limited, exclusions, attitudes to learning) • Safeguarding information (such as, but not limited to, involvement of other agencies) • Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility) • Post-16 destination and enrolment information such as course type <p>The following Personal Data will be held for users of the Transition System:</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

Categories of Data Subject	The data subjects include and are limited to: Year 11 students due to transition to further education; 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.