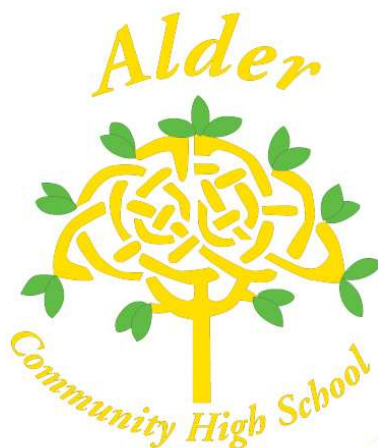


Alder Community High School

Privacy Notice for Students, Parents and Carers



Approved and adopted by the Governing Body: Summer 2020

For review: Summer 2022

Global Policing

Data Protection Act 2018

Privacy Notice – Students, Parent and Carers

This privacy notice is written for both students and their parents/carers at and explains how we collect, store and use personal data about our students.

We need to hold personal information about our students on our computer systems and in paper records to help us with their educational needs. The Headteacher is responsible for their accuracy and safe-keeping. Please help to keep our records up to date by informing us of any change of circumstances.

School staff have access to students' personal information records to enable them to do their job. From time to time information may be shared with others involved in the student's care, if it is necessary. Anyone with access to student records is properly trained in confidentiality issues and is governed by a legal duty to keep the details secure, accurate and up to date.

All information about students is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release a student's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure our students' privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking their parent /carer or other individual that we have permission to deal with. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

Why do we collect and use student information?

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also ensure we have a lawful basis for processing the data.

We use this student information to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Assess how well our school is doing
- Protect student welfare
- Assess the quality of our services
- Carry out research
- Support students to make choices for their future after they leave school
- Comply with the law regarding data sharing

Personal data that we may collect, use store and share (when appropriate) about students includes, but is not restricted to:

- Characteristics, such as ethnicity, language, nationality, country of birth, eligibility for free school meals, and special educational needs
- Student academic and pastoral records
- Results of internal assessments and externally set tests
- Exclusion information

- Details of any medical conditions, including physical and mental health
- Attendance information (Such as sessions attended, number of absences and reasons for absence)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in and around the school grounds
- Catering information such as food/drinks purchased
- Biometric Data (fingerprint recognition system for cashless catering and printing)

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student information

The school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the end of the academic year in which your child reaches the age of 25, at which point all data will be removed from our systems.

Sharing Information

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure our students stay safe and healthy or we are legally required to do so. We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We routinely share student information with:

- schools or colleges that the students attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

Requesting access to your personal data

Under Data Protection Regulations, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact our data protection officers directly, who will arrange for this to happen within the required time.