

Privacy Notice (How we use student information)

Under UK data protection requirements, General Data Protection Regulation (GDPR) and Data Protection Act 2018, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing 'privacy notices' to inform individuals about how their personal data will be processed. This privacy notice explains how the school collects, stores and uses personal data about students and their families

Carr Hill High School is the data controller for the personal information you provide. Information about the data protection policy can be found on the school website at <https://www.carrhillschool.com/>

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

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment information
- Relevant medical information such as doctors information, child health, allergies, medication and dietary requirements
- Special and additional educational needs information
- Information on behaviour and incidents, such as exclusion and suspensions
- Parent / carer contact details including name, address and telephone numbers
- Trips and activities (dietary needs, medical needs and history and in some cases for overseas trips - passport numbers, birth certificates)
- Child protection and safeguarding information
- Catering (purchase history)
- Photographs and CCTV images

When collecting data, the school will inform you if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected, how the data will be used and how consent can be withdrawn.

Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use student information, for the following purposes:

- to support student learning
- to monitor and report on student attainment progress

- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education
- to facilitate school trips and activities
- to provide counselling services as required
- to safeguard students

Whilst the provision of the majority of personal data is mandatory, some of it is provided to the school on a voluntary basis. In order to comply with the UK data protection requirements, the school will inform you whether you are required to provide certain information or if you have a choice.

The lawful basis on which we use this information

The school will use a lawful basis to collect and use personal data. Most commonly, the school will use it where it needs to:

- comply with a legal obligation
- perform an official task in the public interest

Less commonly, the school may also process personal data in situations where:

- you have given consent to use it in a certain way
- the school needs to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the school's use of your data

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

Legal Obligation: Article 6(1)(c) of the GDPR for any statutory processing which is necessary for compliance with a legal obligation to which the we are subject. This relates to tasks (e) (f) and (g) and includes the following statutory guidance:

Carr Hill High School has the legal right to collect and use personal data relating to students and their families, and it may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). The school will collect and use personal data in order to meet legal requirements and legitimate interests set out not only in the UK data protection requirements but also:

- Section 537A of the Education Act 1996
- The Education Act 1996 S29(3)
- The Education (School Performance Information) (England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Student Registration) (England) (Amendment) Regulations 2013
- Education and Skills Act 2008
- DfE Keeping Children Safe in Education Guidance 2016
- DfE Working Together to Safeguard Children (2015)
- The Management of Health & Safety at Work Regulations 1999

- Regulatory Reform (Fire Safety) Order 2005 England and Wales
- Health and Safety at Work Act 1974
- The Disability Discrimination Act 1995

‘Public Task’: Public interest or in the exercise of an official authority vested in us Article 6(1)(e) of the GDPR.

This relates to tasks (a) (b) (c) (g) and (h). This includes any process which is for necessary for the exercise of a task we have termed our ‘Statement of Public Task’, which is based on The curriculum requirements of section 78 of the Education Act 2002: Statement of Public Task: "To deliver a balanced and broadly based curriculum which - promotes the spiritual, moral, cultural, mental and physical development of students at the school and society, and prepares students for the opportunities, responsibilities and experiences of later life. This includes school trips and activities; and where appropriate counselling services". In addition, concerning any special category data we use Article 9(2)(g) of the GDPR and Schedule 1 Part 2 of the Data Protection Act 2018 in relation to statutory and government purposes, equality or opportunity of treatment and counselling.

Vital Interests: Article 6(1)(d) of the GDPR. Where the vital interests of a child are at risk we will use Vital

Interests as a lawful basis. This relates to task (i). Where a vital interest is protected we will use Article 9(2)(c); and Article 9(2) (h) and (i) for the purposes of a medical diagnosis or reasons of public health.

If we need to seek consent, we will obtain this under Article 6(1)(a) Consent and section 9(2)(a) Explicit Consent for Special Category Data.

Collecting student information

We collect student information via Admission Forms at the start of the school year and / or Common Transfer File (CTF) or secure file transfer from previous school.

Student data is essential for the schools’ operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing student data

We hold children and young person’s data where it is necessary and proportionate to do so. The information will be held securely by the school as both manual and electronic files and we will securely delete data when no longer required in accordance with our record retention schedule.

Who we share student information with

We routinely share student information with:

- Schools and colleges that the student’s attend after leaving us
- our local authority
- the Department for Education (DfE)

- Ofsted inspectors
- Colleges and external provision attended by the students
- NHS / school nurse / Social Workers / CAMHS
- Police
- External online testing, data analysis and educational resources

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

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.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

Data collection requirements:

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

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers

- youth support services
- careers advisers

A child / student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

Requesting access to your personal data

Under data protection legislation, 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, contact, contact Mrs J Childs, School Business Manager, jchilds@carrhill.lancs.sch.uk

Depending on the lawful basis above, you may also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school Data Protection Officer, contact details below.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 14th February 2022.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer

Mrs J Childs
School Business Manager
Carr Hill High School
Royal Ave
Kirkham
Preston
PR4 2ST
jchilds@carrhill.lancs.sch.uk

How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures).

- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

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

The National Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>