



Privacy Notice for Parents and Guardians

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about pupils. It is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school. We, 'Great Sankey High School' are the data controller for the purposes of data protection law.

The personal data we hold:

Personal data we may collect, use, store (where appropriate) about our pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents;
- Results of internal assessments and externally set tests;
- Pupil and curricular records;
- Characteristics, such as ethnic background, eligibility for Free School Meals and additional income, such as Pupil Premium grants;
- Special Educational Needs and Disabilities;
- Details of medical conditions;
- Safeguarding information;
- Attendance information;
- Exclusion information;
- Details of any support received, including Care packages, plans and support providers;
- Photographs.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data:

We use this data to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Protect pupil welfare;
- Assess the quality of our services;
- Administer admissions waiting lists; carry out research;
- Comply with the law regarding data sharing.

Our legal basis for using this data:

We only collect and use pupil data when the law allows us to. Most commonly we process it where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way;
- We need to protect an individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information:

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Wherever we seek to collect information from you or your child, we make it clear where providing it is mandatory or optional. If it mandatory, we will explain the consequences of not complying.

How we store this data:

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if it is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. This can be requested from the school and is based in the guidance shown on pages 37-56 of the 'Information and Records Management Society's Toolkit for Schools'.

Data sharing:

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The Local Authority;
- The Department for Education;
- The pupil's family and representatives;
- Educators and examining bodies;
- Our regulator, e.g. Ofsted;
- Suppliers and service providers;
- Central and local government;
- Our auditors;
- Survey and research organisations, anonymising data;
- Health Authorities;
- Health and Social Welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- The Police Force, the courts and tribunals.

National Pupil Database:

We are required to provide information about pupils to the Department for Education (DfE) as part of the statutory data collections, such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research. The Database is held electronically, so it can easily be turned into statistics. The information is securely collected from a range of sources, including schools, local authorities and exam boards. The DfE may share information from the NPD with other organisations, which promote children's education or well-being. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the DfE webpage on how it collects and shares research data. You can also contact the DfE with any further questions about the NPD. Transferring data internationally is rare, but will be done in accordance with data protection law.

Parents and pupils' rights regarding personal data:

Individuals have the right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents and guardians can make a request with respect to their child's data, where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we get it from, if not from you or your child;
- Tell you who it has been or will be shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences;
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Parents and guardians also have a legal right to access to their child's educational record. To request access, please contact our Data Protection Officer.

Other rights:

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data, if it would cause or is causing, damage or distress;
- Prevent it being used to send direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact the Data Protection Officer.

Complaints:

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO):

- Report a concern on-line at <https://ico.org.uk/concerns/>
- Call 03031231113
- Or write to the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us:

Our Data Protection Officer is Alison Jones.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Alison via 'dpo@omegamat.co.uk'.