**Waseley Hills High School**

Privacy Notice

Autumn 2019

# Privacy notice for parents/carers

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’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.We aslo store name and contact details for parents / carers.

We, Waseley Hills High School, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer is Mr N Baker, Assistant Head Teacher (see ‘Contact us’ below).

# The personal data we hold

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

* Personal information (such as name, Unique Pupil Number (UPN) 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, lates and exclusions)
* Assessment Information ( such as KS2 data, termly assessment data, mock examination marks, external examination marks, such as GCSE, BTEC, GCE)
* Target data (such as individual targets in subjects studied for all years).
* Special Educational Needs (SEN) information ( such as, Education, Health and Care Plan (E) or SEN Support (K))
* Medical Information ( such as reports and information supplied by **student**s, parents and hospitals, details of referals to other services, such as the school nurse, Child and Adolescent Mental Health Service (CAMHS) etc
* Behavioural information ( such as number and type of rewards and number and type of sanctions)  Post 16 information (such as destinations, references)
* Emergency Contact details ( such as parent / carer names, telephone numbers & e-mail addresses
* Safeguarding information
* Details of any support received, including care packages, plans and support providers
* Student Photographs

CCTV images captured in school

* Parent / carer contact details

We may also hold data about **student**s that we have received from other organisations, including other schools, local authorities and the

Department for Education

# Why we collect and use this information

We use the **student** data:

* to support **student** learning
* to monitor and report on **student** progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to comply with the law regarding data sharing
* to protect **student** welfare
* to administer admissions waiting lists

# The lawful basis on which we use this information

We collect and use student information under Public Task as the lawful basis for collecting and using student information as identified in Article 6.

The processing is necessary for us to work as a School in the public interest and this provides us with a clear basis in law.

Additionally where it is deemed necessary, we will also use Consent as a legal basis forcollecting and using student information (such as student photgraphs etc) as identified in Article 6**.**

In carrying out our role as a school, we will also need to collect some sensitive data which is catagoriesed as special category data under GDPR.

Under Article 9 we will be also using Public Task as the lawful basis for collecting and using sensitive student information.

Where we have obtained consent to use students’ 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 students’ personal data overlap, and there may be several grounds which justify our use of this data.

# Purpose

The school needs to collect, store and process students personal and sensitive data personal in order to be able to carry outs its role.

We are aslo required to submit student data to the government in many ways, including in compliance with the Education Act 1996 when providing census information. See the link below for further information in the census guide documents on the following website[**https://www.gov.uk/education/data-collection-and-censuses-for-schools]**](https://www.gov.uk/education/data-collection-and-censuses-for-schools) **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 General 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.

## Where we collect student data from a range of sources, including;

* Data transferred from previous schools at the end of Key Stage transfers, start of Year 7 and Year 11
* From previous school for in year transfers and managed moves
* Students
* Parents / carers
* Local Authoities
* Department for Education
* Other professional services such as Health, Police etc

## How we collect student data

We collect student data in several ways

Data transferred files from previous schools at the end of Key Stage transfers, start of Year 7 and Year 12 Data files / forms from previous school for in year transfers

* Parental notes and conversations, face to face, e-mail, social media and by telephone
* Student conversations, notes, social media etc
* Staff observations and reports  Local Authority data
* Local Education Authorities’ reports
* Media reports
* Recorded conversations

## Storing Student data

We hold student data in accordance with the retention guidelines that have been issued by the Management Society of Great Britain ‘Retention Guidelines for Schools’. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the GDPR Act 2016 and the Freedom of Information Act 2000. Managing records using these retention guidelines will be deemed to be ‘normal processing’ under the legislation mentioned above.

Details for the Retention periods for other school documentation is listed in Waseley’s Retention Policy which can be accessed by following the link: <http://www.waseleyhills.worcs.sch.uk/gdpr-information/2824.html>

## Who we share student information with

We do not share information about students 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 students with:

* schools that the student’s attend after leaving us
* the Department for Education (DfE)
* Worcestershire LEA
* NHS
* Health Professionals
* West Mercia Police
* West Midlands Police

Worcester Children’s’ Services

Birmingham Children’s Services

* Sandwell Children’s Services
* Warwickshire Children’s Services
* Staffordshire Children’s Services
* Respect Mentoring Referral
* Reach4Wellbeing
* School Health Nurse
* B2B - Transfer of student and attendance data to County each night
* Education and Skills Funding Agency (ESFA) – Government funding agency
* Fair Access Panel – a collaboration between local secondary schools where student managed moves are discussed.
* Exam boards (JCQ, AQA, OCR, EDEXCEL, WJEC, consider ASDAN & BS, A2C Migration Application - Transfers external examination entries and results, JCQ )
* Learning Record Service (LRS) who are a government agency that issues and manage learning profiles
* Aim Higher National Collaborative outreach Programme and the Higher Education Funding Council England (HEFCE) who fund this programme. In connection with this Higher Education Access Tracker (HEAT) who monitor and evaluate outreach programmes; and track students’ progression from school into Higher Education and beyond is used.
* Capita PLC – running School Management Information System (SIMS)
* OpenVPN – Parental access to SIMS Learning Gateway
* Group Call – communications provider used to support DoddleLearn
* PS Financials (KKS, Myed, RS Connected, Results Squared) - Parental Communication inc links to MyED, absence reporting and emailing parents,
* Babcock Prime – educational services provider who Worcestershire have contracted to carry some of the Counties statutory services.
* Fischer Family Trust – provides software that supports schools and local authorities in analysing school performance data to support the processes of self-evaluation (using value-added analyses) and target-setting (using estimates).
* Duke of Edinburgh scheme (D of E)
* Egress Switch – encryption service for document between School and County  Teaching software such as:

Show My Homework – used in all subjects

DoddleLearn – used in Science

* Active Learn (Pearsons) – used in Mathematics
* (Dynamic Learning (Hodder education)
* Brendan Byre (Names for trophies)
* Spa Display (honours boards)
* Suppliers and service providers – to enable them to provide the service we have contracted them for
* Our auditors
* Professional bodies

Data transferred electronically will either be encrypted or the file will be password protected.

## National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information) (NPD), which is owned and managed by the Department 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 examination boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data.](https://www.gov.uk/data-protection-how-we-collect-and-share-research-data) You can also [contact the Department for Education](https://www.gov.uk/contact-dfe) with any further questions about the NPD.

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.](https://www.gov.uk/education/data-collection-and-censuses-for-schools)

## Youth support services

This information enables the Worcestershire LEAt to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 13 or over, can contact our Data Protection Officer to request that we only pass the individual’s name, address and date of birth to Worcestershire Local Education Authority.

**Why we share student information**

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

We share **student**s’ 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 **student**s with the (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Once our **student**s reach the age of 13, we also pass **student** information to Worcestershire Local Education 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 13.

## 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

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

## Parents and students’ rights regarding personal data

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

Parents/carers 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 parents/carers make a subject access request, and if we do hold information about them or their child/children, we will:  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/carers also have a legal right to access to their child’s **educational record**. To request access, please contact The Head Teacher.If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Mr N Baker,** **Waseley Hills’ Data Protection Officer at Waseley Hills High School, School Road, Rubery, Boirmingham B45 9EL.**