**Waseley Hills High School**

Privacy Notice for Students

AUTUMN 2019

**Privacy Notice for pupils**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Waseley Hills High Schhol, School Road, Rubery, Birmingham B45 9EL, are the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer is Mr N Baker, Assistant Headteacher (see ‘Contact us’ below).

**The personal data we hold includes:**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

* Your (such as name, unique pupil 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, 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, including physical and mental helath ( such as reports and information supplied by pupils, 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
* Exclusion information
* Safeguarding information
* Details of any support received, including care packages, plans and support providers
* Photographs
* CCTV images captured in school

# Why we collect and use this information

We use this data to help run the school, including to:

* Get in touch with you and your parents when we need to
* Check how you are doing in examinations and work out whether you need any extra help
* Track how well the school as a whole is performing
* Look after your wellbeing
* To provide you with appropriate pastoral care
* To protect your welfare

# The lawful basis on which we use this information

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

* We need to comply with the law
* We need to use it to carry out a task in the public interest (in order to provide you with an education) Sometimes, we may also use your personal information where:
* You, or your parents/carers have given us permission to use it in a certain way
* We need to protect your interests (or someone else’s interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

# Where we collect pupil 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 12
* From previous school for in year transfers and managed moves
* Pupils
* Parents / carers
* Local Authoities
* Department for Education
* Other professional services such as Health, Police etc

# How we collect pupil data

We collect pupil 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
* Pupil conversations, notes, social media etc
* Staff observations and reports  Local Authority data
* Local Education Authorities’ reports
* Media reports
* Recorded conversations

# Collecting pupil information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

# Storing pupil data

We keep personal information about you while you are attending our school. We may also keep it after you have left school, where we are required by law.

We hold pupil data in accordance with the retention guidelines that have been issued by the Management Society of Great Britain ‘Retention Guidelines for Schools’. Details for the Retention periods for other school documentation is listed in Waseley’s Retention Policy. http://www.waseleyhills.worcs.sch.uk/gdpr-information/2824.htmlWho we share pupil information with

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

* Any school that you may attend after leaving us
* the Department for Education (DfE)
* Worcestershire LEA - *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
* NHS – helath and welfare iof students
* Health Professionals, such as School Health Nurse Helathetc - health and welfare of students
* West Mercia Police
* West Midlands Police
* Worcester Children’s’ Services – Welfare, safeguarding and details of Looked After Students from this LEA.
* Birmingham Children’s Services– Welfare, safeguarding and details of Looked After Students from this LEA.
* Sandwell Children’s Services – Welfare, safeguarding and details of Looked After Students from this LEA.
* Warwickshire Children’s Services- – Welfare, safeguarding and details of Looked After Students from this LEA.  Staffordshire Children’s Services - – Welfare, safeguarding and details of Looked After Students from this LEA.  Respect Mentoring Referral – student support
* Reach4Wellbeing – student support and wellbeing
* 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.
* External Examination 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 County’s statutory services.  Our auditors
* Our regulators eg Ofsted
* 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)

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

# Why we share pupil information

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

We share your 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 you with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (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.](https://www.gov.uk/education/data-collection-and-censuses-for-schools)

# Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Worcestershire Local Education Authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

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

Your parents/carers, or you once you are 13, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to Worcestershire Local Education Authority.

## The National Pupil Database (NPD)

We are required to provide information about pupils 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), who is owned and managed by the Department for Education and contains information about pupils 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and

early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to [https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supportinginformation.](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information)

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

* conducting research or analysis
* producing statistics
* providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

* who is requesting the data
* the purpose for which it is required
* the level and sensitivity of data requested: and
* the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department’s data sharing process, please visit: [https://www.gov.uk/data-protection-how-we-collect-andshare-research-data](https://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

# Your rights

**How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a **‘subject access request’**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:  Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our Data Protection Officer.

**Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

* Say that you do not want it to be used if this would cause, or is causing, harm or distress
* Stop it being used to send you marketing materials
* Say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
* Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it where it is not covered by Public Interest
* Claim compensation if the data protection rules are broken and this harms you in some way

# Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner’s Office in one of the following ways:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

# Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: Mr N Baker, Assistant Headteacher, Waseley Hills. High School, School Road, Rubery, Birmingham , B45 9EL.

*This notice is based on the* [*Department for Education’s model privacy notice*](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) *for the school workforce, amended to reflect the way we use data in this school.*