

## **Stretford High School**

### **Privacy Notice (how we use pupil information)**

Stretford High School are committed to protecting and respecting your privacy. 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 pupils.

We, Stretford High School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Sue Simons (see 'Contact us' below).

#### **Categories of personal data and special categories of personal data**

**Personal data:** is any information relating to an identified or identifiable individual; examples include name, address and online identifier such as a username.

**Special categories of personal data:** is more sensitive information and so needs more protection; examples include racial or ethnic origin, religious or philosophical beliefs, biometric data and health and welfare data.

#### **The personal data we hold**

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

- Contact details, contact preferences, date of birth, identification documents
- Characteristics (such as ethnicity, language and free school meals eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information (such as achievement grades, progress measures, test scores, exam results and any other relevant results)
- Special Educational Needs and/or Disability information (such as Education and Health Care Plans, records of working with other agencies, the needs and ranking)
- Behaviour and rewards information (such as exclusions, any relevant alternative provision, rewards received)
- Photographs, images and video of children and/or their work/learning
- Safeguarding information (such as information that children share or are noted by staff, court orders and professional involvement)
- Medical conditions, including physical and mental health, and medical admin information (such as doctors information, child health, dental health, allergies, medication, dietary requirements and Individual Health Care Plans)
- CCTV images captured in school and biometric data
- Post 16 learning information
- Financial and/or organizational management information (such as trips and activities, school meal and free school meal and identify management information)

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 attainment and progress
- Provide appropriate pastoral care
- Safeguard pupils (e.g. food allergies, or emergency contact details)
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with our legal obligations
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We collect and use pupil information, on a lawful basis, under Article 6 of the General Data Protection Regulation (GDPR). We only collect and use pupils' personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- It is necessary to carry out tasks 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 the 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.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible 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 this is necessary in order to comply with our legal obligations. Our Data Retention policy sets out how long we keep information about pupils.

## **Data sharing**

We share pupils' 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 pupils with the DfE either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We may share personal data with third-party service providers for the purposes of administering your (or your child's) progress through the education system and to support pupil learning; to monitor and report on pupil attainment and progress and to provide appropriate pastoral care; to assess the quality of our services; and to keep children safe.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Trusted partners working directly with the school
- Our auditors
- Survey and research organisations
- Health authorities, health and social welfare organisations and the school nurse service
- Professional advisers and consultants
- Police forces, courts, tribunals

### **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](#) 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 exam 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](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our local authority and/or provider of youth support services as they have 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.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to our local authority and/or provider of youth support services.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and pupils' rights regarding access to 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.

To make a subject access request, please contact our data protection officer.

Parents/carers also have a legal right of access to their child's educational record. To request access, please contact Mrs Nicola Doward, Headteacher.

### **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 our 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 our data protection officer.

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

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:

Ms Sue Simons, Business/HR manager: [ssimons@stretfordhigh.com](mailto:ssimons@stretfordhigh.com)