

Hilbre High School

Privacy Notice (How we use student information)

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

- Personal information (examples are name, unique pupil number and address).
- Characteristics (examples are ethnicity, language, nationality, country of birth and free school meal eligibility).
- Attendance information (examples are sessions attended, number of absences and absence reasons).
- Assessment information.
- Medical information.
- Special educational needs information.
- Exclusions/behavioural information.

Why the school collects and how it uses this information:

- 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.

The lawful basis on which we rely to use this information:

We collect and use student information under

- Article 6 and Article 9 of General Data Protection Regulation.
- Data collection Census purposes - Education Act 1996. This information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting student information:

The majority of student information you provide to us is mandatory and the school has a legal basis to collect it, some student information is provided to us on a voluntary basis. In order to comply with current UK Data Protection legislation, the school will inform you whether you are required to provide certain student information or if your consent is needed. Where consent is required, the school will provide you with clear information regarding the reasons the data is being collected and how the data is being used.

Retaining and Disposing of student data:

Personal data relating to students and their families is stored in line with the school's Data Protection Policy and the school retains and disposes of records in accordance with our records retention and destruction policy.

Who we share student information with:

We are required to share students' data with the DfE on a statutory basis. We routinely share student information with:

- Schools that the student's attend after leaving us.
- Our Local Authority.
- The Department for Education (DfE) (Statutory).
- School Nurse, NHS.
- The National Pupil Database (NPD).

Why we share student information:

We do not share information about our student without consent, unless there is a legal basis to do. Examples of legal basis for sharing information is given below.

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 Pupils) (England) Regulations 2013.

Youth Support Services:

Once a student is aged 13 or over, the school are required by law to pass on certain information to the provider of youth support services in your area. This is the LA support service for young people aged 13 to 19 in England. We must provide both the name and address of you and your parents/legal guardians (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent/legal guardian(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday - please inform the Admin/Data Manger if this is what you or your parent/legal guardian(s) wish.

For more information about young peoples' services locally please go to the LA website shown above, or the DirectGov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

Data collection requirements:

More information is available about the data collection requirements placed on us by the Department for Education here:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

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.

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

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

For information about which organisations the department has provided student 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>

Requesting access to your personal data:

Under data protection legislation, parent/legal guardian(s) and students have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child/ward's educational record, contact Mr M Bellamy, Headteacher and/or Mrs J Doyle, School Business Manager. The Data Protection Officer for Hilbre

High School is Jane Corrin and she can be contacted via the school office on 0151 625 5996. Alternatively she can be emailed at Schoolsdpo@wirral.gov.uk

Individual's Rights:

Current UK Data Protection legislation gives the following rights:-

The right to be informed - individuals have the right to be informed about the collection and use of their personal data.

The right of access -

Individuals will have the right to obtain:

- Confirmation that their data is being processed.
- Access to their personal data; and
- other supplementary information.

The right to rectification - individuals have the right to have inaccurate personal data rectified.

The right to erasure - individuals can request to have personal data erased, also known as the 'right to be forgotten'. Individuals can make a request for erasure verbally or in writing and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.

The right to restrict processing - individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances.

The right to data portability - individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.

The right to object - to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics.

Rights in relation to automated decision making and profiling - you can object to decision making based solely on automated means without any human involvement.

Contact:

If you have a concern about the way we are collecting or using student's personal data, we request that you raise your concern with the school initially. If we cannot resolve your query, then you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this Privacy Notice, or you have any questions please contact:

Mr M Bellamy, Headteacher
Mrs J Doyle, School Business Manager, or
Jane Corrin, Data Protection Officer
on telephone 0151 625 5996 / Schoolsdpo@wirral.gov.uk to contact Jane Corrin directly

Privacy Notice produced 16th May 2018

Privacy Notice reviewed and updated 26th August 2021