



## Privacy Notice - Students

### (How we use student information)

### The categories of student information that we process include:

- personal information (such as name, unique student number and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- parental contacts (such as name, contact details, relationship and priority in an emergency)
- safeguarding information (such as court orders, professional involvement and contact with non-resident parents)
- medical information (such as doctors information, allergies, medication and dietary requirements)
- special educational needs (including the needs and ranking)
- sibling information (where student has siblings within this school)
- school history (any previous schools attended)
- attendance information (such as sessions attended, number of absences and absence reasons)
- learning information (such as key stage 2 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural and rewards information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see <http://highcliffe.school//datamap>

### Why we collect and use student information

The vast majority of personal data is collected in order for the school to fulfil their official functions and meet legal obligations, which includes special category data

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 keep children safe (food allergies, or emergency contact details)
- to enrol students for school clubs
- to enable registration for school trips

Under the General Data Protection Regulation (GDPR), the legal basis' we rely on for processing student information for general purposes are:

- Public task
- Legitimate interests
- Vital interests

We also comply with the law (Legal obligation), in terms of what information we need to pass on to other organisations including the Department for Education – see 'who we share student information with' section below for specific legislation.

In addition, concerning any special category data:

- conditions a, b, c and d of [GDPR - Article 9](#)

## Collecting student information

We obtain student information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant 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 at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

## Storing student data

We hold student data for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule and how we keep your data safe, please visit [\[link to website with data map on it\]](#)

## Who we share student information with

We routinely share student information with:

- schools that the student/s attend after leaving us
- our local authority
- our Academy Trust
- youth support services (students aged 13+)
- the Department for Education (DfE)
- National Health Service (local NHS trust)

## Why we share student information

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

### Youth support services

#### Students aged 13+

Once our students reach the age of 13, we also pass student information to 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:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / student once he/she reaches the age 16.

**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

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software.

For more information about services for young people, please visit our local authority website <https://www.dorsetforyou.gov.uk/young-people>

## Department for Education

- We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:
- [Section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet [ISO27001 standards](#) and the [government security policy framework](#). The Department's data retention policy can be requested by making contact via <https://www.gov.uk/contact-dfe>

## How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring (School GCSE results or Student Progress measures).
- supports 'longer term' research and monitoring of educational policy. (for example how certain subject choices go on to affect education or earnings beyond school)

## 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>.

## The National Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

## Sharing

GDPR allows third parties to request access to the data directly from the Department. It is typically more efficient for these organisations to access centrally held data in the first instance rather than contact individual schools.

The [law allows](#) the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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>

Concerning those organisations fighting or identifying crime, there are approximately 8.2 million students within schools. Whilst numbers fluctuate slightly over time, DfE typically **supplies** data on around 600 students per year to the Home Office and a small number of students, roughly 1 per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>.

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

## Requesting access to your personal data

Under GDPR, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mr Simon Fuller on 01425 273381 or email [gdpr@highcliffeschool.com](mailto:gdpr@highcliffeschool.com)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact:

Simon Fuller, Data Protection Officer