



**Privacy Notice
(For Parents)**
Norton Canes High School

September 2018

Updated October 2023

Norton Canes High School

Privacy Notice

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Norton Canes High School

We **Norton Canes High School** are the data controller for the purposes of GDPR & the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service.

1. Privacy Notice (How we use pupil information)

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**.

2. The categories of pupil information that we collect, use, hold and share (when appropriate) includes, but is not restricted to:

- Personal information (such as name, unique pupil number, date of birth and address)
- Contact details, contact preferences, identification documents
- 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)
- Assessment information including internal assessment and externally set tests

- Curricular records
- Safeguarding information, child protection reports and disclosures
- Details of any support received, including care packages, plans and support providers
- Relevant medical information
- Special educational needs information
- Behavioural information
- Exclusion information
- Pupil Premium information
- Children in service families information
- Photographs
- Biometric data
- CCTV for a maximum of 30 days

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

3. Why we collect and use this information

We use the pupil data:

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

4. The lawful basis on which we use this information

Why do we collect and use pupil information?

We collect and use pupil information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) took effect in May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data' <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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
- We need it to perform an official task 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.

5. Collecting pupil 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.

6. Storing pupil 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. We hold pupil data in line with the recommendations of the Information and Records Management Society <http://irms.org.uk/page/SchoolsToolkit>

In practice this means we hold pupil data until the pupil reaches 25 years of age.

7. Who we share pupil information with

We do not share information about pupils 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 pupils with:

- the pupil's family and representatives
- schools that the pupil's attend after leaving us
- 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)
- Ofsted
- School Nurse and NHS
- Social Services
- Suppliers and service providers – to enable them to provide the service we have contracted them for
 - Satchel One – to provide parental information about homework
 - Hodder ART – in order to support and provide an individual reading ages
 - Bedrock Learning – teaching vocabulary
 - Kerboodle – teaching of languages
 - CPOMS – safeguarding reporting
 - Evolve – records all visits and risk assessments in relation to the visit
 - Entrust CareerSpace - Careers management tool designed to support schools to manage their careers programme and achieve the Gatsby Benchmarks
 - Compass + - Careers advice service
 - SISRA – Real Time assessment data
 - Parent Pay – secure payment method for parents and students
 - Attend – welfare details of specific pupils
 - Parents Bookings, Netmedia – To allow secure online parent/teacher consultation
 - Teacher2parents – allows text communication with parents
 - Librosoft – Library amangement and loan data
 - Microsoft Office 365 - Email Access and related products
 - Wonde – security portal to facilitate sharing of data

- Arbor – our MIS for pupil records and attendance
- SurfProtect – Broadband provider and filtering of internet content.
- Financial organisations and our auditors
- Central and local government
- Professional advisers and consultants
- Police forces, courts, tribunals
- Examination Boards – external examinations

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.

8. Why we share pupil information

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

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) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

9. 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-andcensuses-for-schools>.

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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

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 / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils 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.

10. The National Pupil Database (NPD)

The NPD 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-pupildatabase-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-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>

11. Requesting access to your personal data

Under data protection legislation, parents and pupils 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 Mrs S Whyman Office Manager

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 (by a computer or machine rather than a person)

- 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, 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/>

12. Parents and pupils' 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. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- 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 Administrator.

13. 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

14. Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office or our Data Protection Administrator or our Data Protection Officer Directly

School Office office@nortoncanes-high.staffs.sch.uk

Mr A Farley, Data Protection Administrator., Norton Canes High School a.farley@nortoncanes-high.staffs.sch.uk

Data Protection Officer, dpo.schools@staffordshire.gov.uk



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