



# Saint Aidan's Church of England High School

## Privacy Notice - Students

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This notice is to help you understand how and why we collect your personal information and what we do with that information. It will also explain the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

Saint Aidan's Church of England High School ("the School") is the data controller of the personal information you provide to us. This means the School determines the purpose for which, and the manner in which, any personal data relating to students and their families is to be processed.

### **What is "personal information"?**

Personal information is information that the School holds about you and which identifies you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

### **Why and how does the School collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The School's main reason for using your personal information is to provide you with an education.

- Admissions forms give us lots of your personal information. We get information from you, your parents, your teachers and other students. Your old Primary School also gives us information about you so that we can teach and care for you.
- Sometimes we will get information from your doctors and other professionals where we need this to look after you.
- We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:
- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms or toilets.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- We might need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other students at the School.

- If you are from another country we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where you will go when you leave us we may need to provide your information to other Schools, colleges and universities or potential employers. For example, we may share information about your exam results and provide references. We may need to pass on information which they need to look after you.
- When you take your GCSEs we will need to share information about you with examination boards. For example, if you require extra time in your exams.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your Schooling.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective students what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports results and other news from School events on the website and may occasionally put articles and photographs in the local news to tell people about what we have been doing.

## **Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your information.

Saint Aidan's Church of England High School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous School, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

## **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing you with an education.
- Safeguarding and promoting your welfare and the welfare of other students.
- Promoting the objects and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

## **Legal obligation**

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

## **Vital interests**

For example, to prevent someone from being seriously harmed or killed.

## **Public interest**

The School considers that it is acting in the public interest when providing education.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

### **Substantial public interest**

The processing is necessary for reasons of substantial public interest.

### **Vital interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

### **Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

### **Medical purposes**

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

### **Who do we share your information with?**

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the School to share your data. Where the School outsources data to a third party processor, the same data protection standards that Saint Aidan's Church of England High School upholds are imposed on the processor.

We routinely share student information with:

- Schools that the students attend after leaving us.
- Our local authority.
- The Department for Education (DfE) – *see appendix 1*
- Examination boards.
- Child welfare services.
- Medical Professionals (e.g. School Nurse)

We are legally required to share student's data with the DfE on a statutory basis. This data sharing underpins School funding and educational attainment policy and monitoring.

### **Youth support services**

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.

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 / student once he/she reaches the age 16.

Data is securely transferred to the youth support service via secure email and is stored securely and held in line with the school's retention policy.

### **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

Data is securely transferred to the youth support service via secure email and is stored securely and held in line with the school's retention policy.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE 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 DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including Schools, local authorities and examination boards.

We are required by law, to provide information about our students 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.

The Department may share information about our students 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 student 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 how long do we keep your information?**

We hold pupil data securely for the set amount of time shown in our data retention schedule, we are legally required to keep personal information about pupils until they are 25 years old. For more information on our data retention schedule and how we keep your data safe, please contact the DPO – Vicky Leah via email on [DPO@st-aidans.lancs.sch.uk](mailto:DPO@st-aidans.lancs.sch.uk)

### **What decisions can you make about your information?**

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer, and;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;

- where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have any concerns about the way Saint Aidan's and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday - Friday 9.00 am – 5.00 pm. Alternatively you can contact our Data Protection Officer, Vicky Leah, at [DPO@st-aidans.lancs.sch.uk](mailto:DPO@st-aidans.lancs.sch.uk).



## Appendix 1

### How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 and school accountability and intervention (for example, school GCSE results or Pupil 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 Pupil Database (NPD)

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

The NPD is owned and managed by the Department for Education (DfE) 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 for Education (DfE).

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-pupil-database-user-guide-and-supporting-information>

### Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil 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/dfe-external-data-shares>

### **How to find out what personal information the Department for Education (DfE) holds about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact Department for Education (DfE): <https://www.gov.uk/contact-dfe>