

<p><b>WILMSLOW HIGH SCHOOL</b> <b>DATA PRIVACY NOTICE for Students &amp; their Parents / Carers</b> <b>General Data Protection Regulation (GDPR) / Data Protection Act 2018</b></p>
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**Last updated 21<sup>st</sup> June 2018**

We, Wilmslow High School, are a data controller for the purposes of the Data Protection Act. We collect personal information from students and their parents/ carers and may receive information about students from their previous school, local authority and/or the Department for Education (DfE).

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

- Personal information (such as name, unique pupil number, unique learner number and address and, in some cases, telephone number)
- 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)
- Special Educational Needs information (such as EHCP reviews, information from specialist assessors and clinical specialists etc.)
- Other personal information including relevant medical information, provided by students' parents/ carers, or others who support the wellbeing and education of students, which it is necessary to share with the staff looking after a child to ensure their wellbeing and effective education
- Behaviour and achievement information (such as records of incidents, records of achievement awards logged by teachers)
- Assessment information (including the results of external and school assessments)
- Records of tasks set for students and feedback given
- Any qualifications held (for older students)
- Information about your course choices, career aspirations etc.

**We use the pupil information to:**

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

**The categories of parent/carers information that we hold include:**

- Personal information such as name, address and contact details (phone number / email address etc.)
- Other personal information that you have volunteered to us which helps us to ensure the wellbeing and effective education of your child

## **We use the parent/carer information:**

- To enable us to contact parents in an emergency or in relation to the education of a child
- To enable us to fulfil our statutory obligations in relation to reporting
- To help us provide an effective education for your child

## **The lawful basis on which we use this information**

We collect and use pupil information because we need to do so either to protect the vital interests of students or staff (e.g. with the medical information we process), or in order to perform the public task of running a school and educating school pupils.

We use the data only in ways that are necessary for the education of your child and the normal functioning of the school, and we design our systems to prevent unauthorised access and to manage access appropriately within the organisation.

## **Consent**

There are some types of information that we use that are not essential for the job we do. In these cases, we ask students or parents for permission to use the information. Students over the age of 13, or the parents of younger students can withdraw that permission whenever they wish. We need consent to process:

- Biometric information (the thumb recognition we use in High Options)
- Photographs or videos or other recordings that we take to use for marketing or publicity (e.g. the school website, High Notes, newspaper articles)
- Information about you that we use in press-releases, High Notes or similar

If you join the school in Year 7 or Year 8, we will obtain consent by asking a parent / carer to sign a form, and once in Year 9, now that you are old enough to make the choice for yourself, we will ask if you are still happy with the choice your parents made for you. If you join the school in Year 9 or above, we will ask you to sign the consent form yourself.

If students do not want us to use a photograph or video for publicity or similar they should tell us and we will delete the image or recording. Students or parents should talk to the child's form tutor or to the Data Protection Officer, Mr Haigh (his contact details are at the bottom of this form). Where consent for processing is required students will be informed about the planned purpose of any photograph or recording, and will not be obliged to be in the photograph or video if they do not wish to be. We train our staff to explain why they are taking a photograph or video so that students are giving their informed consent by agreeing to be in the photograph.

However, students and their parents/carers should also be aware that we will sometimes, for example, video lessons to help teachers to improve and we won't ask for consent to do this because it is part of our public duty as a school to do this and the video will not be used for other purposes without explicit permission.

## **Collecting pupil information**

We collect pupil information from previous schools, from the Local Authority (Cheshire East Council), from the Department for Education and from yourselves. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will indicate on our data collection and data checking forms whether you are required to provide certain pupil information to us or if you have a choice in this.

## **Storing pupil data**

We hold pupil data for different lengths of time depending on the nature of the data. The details of this are set out in our Data Retention Policy, which is available on request. We expect to retain most information until 6 years after your year group leaves school. Data is normally archived or deleted on a cohort (year) basis unless we have received a specific request to delete data from an individual.

## **Who we share pupil information with**

We routinely share pupil information with:

- Schools, colleges or similar that pupils attend after leaving us
- Our Local Authority (Cheshire East Council)\*
- The Department for Education (DfE)
- The primary school that you attended, to support our collaboration on school improvement.

\* We are required under section 507B of the Education Act 1996 to pass some information about you to our Local Authority (LA) Youth Support Service for young people aged 13-19 years (25 years for students with a learning difficulty). We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post-16 providers to secure appropriate support on entry to post-16 education and training. Parents, or students if aged 16 or over, can however ask that no information beyond names, addresses and your date of birth be passed to the support service. Please tell Student Services or the Strategic Data Manager (contact details below) if you wish to opt out of this arrangement or if you want to receive a copy of the information that we hold about you.

## **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.

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.

### **Cloud services**

In common with most schools, we use 'cloud based' services for the storage and processing of some of the data we hold about you. In all cases we remain the data controller and we ensure the services we use are compliant with legislative requirements. We also check that the data is stored only within the EU. These services include Alps Connect, Capita SIMS, Edukey ClassCharts, EvolveAdvice, FFT Aspire, Firefly, GL Assessment, Google for Education, Grofar, Lexia Reading, MLS Reading Cloud, Microsoft Office 365, NoMoreMarking, ParentPay, SISRA Analytics, Unifrog and Wonde. In all cases we hold a signed contract with the service provider which requires them to protect your data properly and only process it for the purposes we intend.

### **Your rights**

You have the right to access your data, to ask us to correct it where it is wrong and in certain circumstances you can ask us to delete the data or limit what we do with it. If you want to see what data we hold about you, you can make a subject access request by contacting the Data Protection Officer, or any other member of staff and explaining that you wish to see the data that the school holds about you. We will arrange for a member of staff to sit with you and show you what data we hold about you and answer any specific requests for information that you may have. We will also arrange for printed or electronic copies of the data where the law requires us to do this.

If you think that we are not processing your data fairly, correctly and legally then you have the right to complain. The following options are available to you:

1. Contact the Data Protection Officer (details below) to discuss your concerns; most worries should be dealt with successfully by doing this
2. If you are still not happy the school has a complaints policy which is published on our website.
3. You may also contact the Information Commissioner's Office which oversees the way

we process data. <https://ico.org.uk/concerns/>

## Useful contacts

<p>Damian Haigh, Assistant Headteacher and Data Protection Officer, Wilmslow High School Holly Road Wilmslow Cheshire SK9 1LZ</p> <p>Tel: 01625 526191 Email <a href="mailto:dhaigh@wilmslowhigh.com">dhaigh@wilmslowhigh.com</a></p>
<p>John Adams, Strategic Data Manager, Wilmslow High School Holly Road Wilmslow Cheshire SK9 1LZ</p> <p>Tel: 01625 526191 Email <a href="mailto:jadams@wilmslowhigh.com">jadams@wilmslowhigh.com</a></p>
<p>The Data Protection Officer, Cheshire East Council 1<sup>st</sup> Floor Westfields C/O Municipal Buildings Earle Street Crewe CW1 2BJ</p> <p>Tel: 0300 123 5500 Email <a href="mailto:dp@cheshireeast.gov.uk">dp@cheshireeast.gov.uk</a></p>
<p>Cheshire East Youth Support Service The Youth Support Service Hub 33 Great King Street Macclesfield SK11 6PN</p> <p>Tel: 01625 384320 Online <a href="http://www.cheshireeast.gov.uk/children_and_families/youth_support.aspx">www.cheshireeast.gov.uk/children_and_families/youth_support.aspx</a></p>
<p>Public Communications Unit, Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT</p> <p>Tel: 0370 000 2288 Online <a href="https://www.gov.uk/contact-dfe">https://www.gov.uk/contact-dfe</a></p>

## **Further information**

Further information on school policies and data protection can be found in the following link:

<http://www.wilmslowhigh.com/about-us/school-policies/>

Data protection in Cheshire East:

[http://www.cheshireeast.gov.uk/council\\_and\\_democracy/council\\_information/data\\_protection/data\\_protection.aspx](http://www.cheshireeast.gov.uk/council_and_democracy/council_information/data_protection/data_protection.aspx)

The Department for Education's data sharing process and the national pupil database:

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

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

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

Guidance on how schools should protect your data:

<https://ico.org.uk/your-data-matters/schools/>

<https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act>