

September 2023

Dear Student

### **Privacy Notice and General Data Protection Regulations : How we use student information**

We collect and hold personal information relating to our students and may receive information about them from their previous school or college, local authority and/or the Department for Education (DfE). The categories of student information that we collect, hold and share include:

- personal information (such as name, unique student number (UPN), address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal/student premium eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons) □  
relevant medical information
- assessment information (such as target grades, internal assessment and national curriculum results) □  
special educational needs
- behaviour including both positive behavior information as well as exclusions
- Post 16 learning (such as where our students go after they leave the school)

We hold this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care
- to comply with the law regarding data sharing; and
- assess the quality of our services

We have to state the lawful bases upon which we collect and use student information which are:

- consent – clear consent has been given for us to process personal data for a specific reason
- legal obligation – the processing is necessary for us to comply with the Education Act 1996
- special category condition – personal data which is more sensitive and so needs more protection

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 whether you are required to provide certain student information to us or if you have a choice in this.

We store student data for 25 years from the student's date of birth and we routinely share this with educational establishments which the student may attend when they leave us, Rotherham Local Authority and the Department for Education (DfE). We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share student data with the DfE on a statutory basis as this data underpins school funding and educational attainment policy and monitoring. We are required to share information with the DfE under Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the DfE, go to:

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

Once our students reach the age of 13, the law requires us to pass on certain information about them to the Local Authority or Youth Support Services who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed on via a written request to the school to the following email account: [contact@waleshigh.com](mailto:contact@waleshigh.com). This right is transferred to the child once he/she reaches the age 16.

The National Student Database (NPD) is owned and managed by the DfE and contains information about students in schools in England. 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 students to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013. To find out more about NPD, go to: <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supportinginformation>.

Decisions on whether DfE releases personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/data-protectionhow-we-collect-and-share-research-data>

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

Under data protection legislation, parents and students have the right to request access to information about them that we hold and you can do this by contacting the Data Protection Officer at the school. 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
- claim compensation for damages caused by a break of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, please raise this concern with us in the first instance via the Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer via the school website, the school telephone number or email, [contact@waleshigh.com](mailto:contact@waleshigh.com).

Yours sincerely

**Wales High School**