



# Wales HIGH SCHOOL

HEADTEACHER: MISS L McCALL

April 2026

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/pupil premium eligibility)
- safeguarding information (such as court orders and professional involvement)
- attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements).
- Assessment and attainment information (such as target grades, internal assessment, post 16 courses enrolled for and national curriculum results)
- special educational needs (including the needs and ranking)
- behaviour including both positive behavior information as well as exclusions and any relevant alternative provision put in place
- 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
- keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for the DfE data collections
- 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

We collect student information via admissions forms at the start of the school year, common transfer forms (CTF) or secure file transfer from previous schools and through the parent app, My Child at School. Student data is essential for the school's operational use. 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 hold student data securely 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, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide youth support services and careers advice.

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 once they reach the age of 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 the to provide services for post 16 education and training, youth support and careers.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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 those data collections, under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

We use a secure, cloud based management information system (MIS) to store and manage student information. This system is provided by a third party and is hosted securely in line with UK data protection requirements. Appropriate security measures are in place and data is only processed by the school.

We may monitor the use of school devices, systems and accounts (including internet use and emails) to help keep students safe and to comply with safeguarding responsibilities. This may include the use of filtering and monitoring systems that flag potential risks.

We may use systems that include artificial intelligence (AI) to support our planning and preparation of educational materials as well as to assist with administrative tasks such as timetabling or communication. AI tools are only used to support staff decision making and do not replace human judgement. We do not use personal data to train public AI models, our systems are secure and compliant with UK GDPR and data is processed securely in line with UK GDPR.

For privacy information on the data the Department for Education collects and uses, please see :  
<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>  
and <https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

The UK GDPR gives parents and students certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer via email. [dpo@waleshigh.com](mailto:dpo@waleshigh.com)

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request

- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant)
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer, [dpo@waleshigh.com](mailto:dpo@waleshigh.com)

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 8 April 2026.

If you would like to discuss anything in this privacy notice, please contact [dpo@waleshigh.com](mailto:dpo@waleshigh.com)

The student 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 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)

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England. The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children’s services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-npd-privacy-notice/national-student-database-npd-privacy-notice>

DfE will only share students' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share students' 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 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/dfе-external-data-shares>

Under the terms of the UK GDPR, 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
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If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available via <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3> and <https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

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

## Wales High School