

Paulet High School	School Policy Document			
Document Title	Privacy notice for parents / carers			
Document Status	Approved	Approved Date	July 2018	
Document Owner	Headteacher	Review	Annually	
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

Privacy notice for parents/carers

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 our students.

We, Paulet High School and 6th Form College, Violet Way, Stapenhill, Burton on Trent, Staffordshire, DE15 9RT are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer (DPO) using the below contact details.

Email: dpo@staffordshire.gov.uk

Post to:

Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the [Information Commissioner's Office \(ICO\)](#).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare

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- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' 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 students' 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 students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how it can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While most of the information we collect about students 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, if requested to, explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations.

When considering how long to keep data we will determine whether the information is affected by:

- Legislation, for example employment law, which means that the document has a statutory retention period
- A limitation period; for example, you should keep a contract for at least the length of time that a claim could be brought against it
- Any common rules or standards in the education sector

If personal data is kept for longer or shorter periods of time than laid out in this document the reasons for this will be documented.

Specific Retention periods:

- Retain records 6 years after end of academic year (Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2) Secure disposal
- SEN files, reviews, and EHCP (Date of Birth of the Pupil + 25 years minimum) Secure disposal
- Records relating to accident/injury and accident reporting (Date of Birth of the Pupil + 25 years minimum) Secure disposal

See Staffordshire County Council Retention Schedule for further information

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Data sharing

We do not share information about students 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 students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet our legal obligations to share certain information with it such as assessment data
- The student’s family and representatives – to meet our legal obligations such as keeping parents/carers informed of their child’s progress and attainment.
- Educators and examining bodies – to meet our legal obligation such as external examinations.
- Ofsted to meet our legal requirements for accountability
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to meet our legal or contractual obligations
- Our auditors – to meet our legal and financial obligations
- Health authorities - to meet our legal obligations to share certain information for vital interest and safeguarding
- Health and social welfare organisations - to meet our legal obligations to share certain information for vital interest and safeguarding
- Professional advisers and consultants – to meet our public duty for teaching and learning
- Charities and voluntary organisations – to perform a task in the public interest where we have obtained consent to use it in a certain way
- Police forces, courts, tribunals - only in the event will we disclose personal information where not doing so is likely to inhibit either:
 - The prevention or detection of a crime
 - The apprehension and prosecution of offenders

National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

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.

Parents and students’ rights regarding personal data

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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 where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

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 such a request, please contact our Data Protection Officer (DPO) – contact information on Page 1

Parents/carers also have a legal right to access to their child's educational record. To request access please contact Mr Tony Bayliss, Assistant Headteacher (Business and Finance), at the school.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office on 01283 247900 or office@paulet.co.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.