

Wath Comprehensive School Privacy Notice

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 to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

Wath Comprehensive School is the data controller for the purposes of data protection law.

1. The categories of student information that we collect, hold and process

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

- Personal information and contacts (such as name, unique student number, contact details and address).
- Characteristics (such as ethnicity, language and free school meal eligibility).
- Safeguarding information (such as court orders and professional involvement).
- Special educational needs (including the needs, care packages, plans and support providers).
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements).
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
- Assessment and attainment (such as key stage 2 and phonics results, post-16 courses enrolled for and any relevant results of internal assessments and externally set tests).
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Photographs.
- CCTV images captured in school.

2. Why we use student information

We collect and use student information, for the following purposes:

- to support student learning.
- to monitor and report on student attainment & progress.
- to provide appropriate pastoral care.
- to assess the quality of our services.
- to keep children safe (e.g. food allergies or emergency contact details).
- to meet the statutory duties placed upon us for DfE data collections.

3. Our legal basis for using this data

We collect and use student data because it is necessary to comply with the school's legal obligations and to enable it to perform an official task in the public interest. This is under Article 6 and Article 9 of the General Data Protection Regulation (GDPR). We are required by the Education Act 2005 to maintain a Student's Educational Record.

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time.

The lawful reasons we have for processing personal information are as follows:

a) To comply with the law

We collect and use general purpose student information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process this personal information for such purposes even if you have not consented to us doing so.

b) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

c) With the consent of the individual to whom that information belongs

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

d) To perform a public task

It is a day to day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed necessary in order to ensure that students are properly educated and supported.

Special Category Personal Information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reason above, we must also satisfy one of the following additional lawful reasons:

- Explicit consent of the data subject.
- Processing relates to personal data which is manifestly made public by the data subject.
- Necessary for establishing, exercising or defending legal claims.
- Necessary for reasons of substantial public interest.
- Necessary for reasons of public interest in the area of public health.
- Necessary for archiving, historical research or statistical purposes in the public interest.

4. How we collect student information

Information may be collected in many different ways but predominantly as set out below:

- Student data forms.
- Common Transfer File.
- Secure file transfer from previous school.
- Face to face.
- CCTV.
- Biometrics.

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 requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

5. How we store student data

We hold student data securely while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Personal data will be retained by the school in accordance with the Data Retention guidelines in the Information Management Toolkit for Schools (IRMS). <https://irms.org.uk/page/SchoolsToolKit>.

6. Data sharing

6.1 Who we share student information with

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. We routinely share student information with:

- Schools that the students attend after leaving us.
- Local authority.
- Youth support services (students aged 13+).
- The Department for Education (DfE).
- Exam boards.
- Parents/Carers.
- Suppliers and service providers.
- Ofsted.

6.2 Why we share student information

6.2.1 Department for Education

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 section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

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

6.2.2 Youth Support Services

Students aged 13+

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.

The information shared is limited to the child's name, address and date of birth. However where a parent/carer provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child/student once they reach the age 16.

Students aged 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 them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers.

For more information about services for young people, please visit our local authority website.

6.2.3 Exam Boards

Students' exam related data may be shared with the following organisations:

- Awarding bodies.
- Joint Council for Qualifications.
- Department for Education; Local Authority.

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

6.2.4 Local Authority

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about our students to local authorities. Information will only be shared when it is fair and lawful to do so.

6.2.5 Suppliers & Service Providers

We may provide limited personal information to external companies providing a resource (which may be online) which is deemed to have educational value. In these circumstances the school will ensure that all reasonable precautions are taken to preserve the security of the data in line with current legislation and that the external supplier meets all legal requirements regarding the handling of this data.

Companies and their applications currently used by the school in this way are:

- Microsoft Office 365 – emails, Sharepoint, Onedrive. Allows for collaborative working inside and outside school as well as archiving.
- Microsoft Azure – Offsite backup facility – Office 365 authentication.
- Capita SIMS.net – the school's core Information Management System – holds all core student data including contact information and results.
- CCTV - the school operates CCTV on the school site as it is considered necessary to protect students' safety and/or the school's property.
- ParentPay – online payment system for school meals and school visits.

- Cunninghams - the school operates biometric recognition systems for purchasing food in Le Rendezvous. The written consent of at least one parent/carer will be obtained before biometric data is taken and used. If one parent objects in writing, then the school will not take or use a child's biometric data. For more information about biometric data please refer to the ICO Guidance <https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>.
- Mintclass – classroom tool enabling teachers to create customised seating plans.
- UCAS Progress – provides information and advice to students, parents and teachers about different opportunities for post-GCSE education and training.
- Unifrog – complete destinations platform to help students find and apply for the best courses for them at university, or the best apprenticeship. It also allows teachers to track their progress through the application process.
- CPOMS – software application to monitor child protection, safeguarding and SEND information.
- Epraise – student rewards system.
- Micro librarian – library management system.
- SAM Learning – e-learning system.
- Evolve – specific students only, to register attendance on school visits.
- FFT – for the maintenance of the secure on-line FFT Aspire resource for schools enabling thorough self evaluation, using extensive progress measures and effective target setting for pupil achievement.

7. Requesting access to your personal data

Under data protection legislation, individuals have the right to make a Subject Access Request (SAR) to gain access to information about them that we hold. If you make a SAR and 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.
- 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.

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; and
- a right to seek redress, either through the ICO, or through the courts.

To make a request for your personal information, to be given access to your child's educational record or exercise any of these rights please email enquiries@wcs.rotherham.sch.uk.

If you have a concern or complaint 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 <https://ico.org.uk/concerns/>

8. Contact

If you would like to discuss anything in this privacy notice, please contact school via email using enquiries@wcs.rotherham.sch.uk or telephone 01709 760222 to speak to the Business Manager.

9. How the Government uses your data

The student data that we lawfully share with the 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 DfE go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD). The NPD is owned and managed by the Department for Education 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 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Sharing by the Department for Education

The law allows the Department to share students’ personal data with certain third parties, including:

- schools
- 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’s 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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>

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