

# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **Privacy Notice for Students and Parents**

This Privacy Notice explains how we collect, store and use your personal data.

For the purposes of Data Protection legislation, Southend High School for Boys is the Data Controller and responsible for the personal data collected about you.

Personal data is information about you from which you can be identified.

### **The categories of your information that we process include:**

- personal identifiers, contacts and characteristics (such as name, unique pupil 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 and ranking)
- medical and administration (such as doctors 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 results, GCSE grades, post-16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- destination information (such as university attended, apprenticeship undertaken, or transfer to a new school)
- images (for example on social media and displays in school)
- CCTV for security (please see CCTV Policy).

### **Why we collect and use your information**

Collecting personal data is essential in order for the school to fulfil its official functions and meet legal requirements.

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

1. as part of the application process
2. to support pupil learning
3. to monitor and report on pupil attainment progress
4. to provide appropriate pastoral care
5. to assess the quality of our services
6. to keep children safe (food allergies, or emergency contact details)
7. to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing your information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of **Public task (article 6-e)**: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of **Vital interests (article 6-d)**: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of **Legal obligation (article 6-c)**: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - the Education Act 1996 s29(3)
  - the Education (School Performance Information) (England) Regulations 2007
  - regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions b and c of GDPR - Article 9

## Collecting your information

We obtain your information via Confidential Information Forms when you join the school. In addition, when a pupil joins us from another school we are sent a secure file from that school containing relevant information. Once a year, you will be asked to check that the information we hold is up to date.

Your data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing your data

We hold your data securely, usually until the pupil reaches the age of 25. If a pupil moves to a new school, their educational record will be transferred to that school.

## Who we share pupil information with

We routinely share your information with:

1. schools that you attend after leaving this school
2. local authorities
3. youth support services (pupils aged 13+)
4. the Department for Education (DfE)
5. the school nursing service
6. trips and visits organisers

7. the Old Southendian Association (OSA) (pupils aged 16+ after leaving this school)
8. as required by law

Please note, as part of the operational function of the school, images and student lists, for example, may be visible to visitors.

## **Why we routinely share your information**

We share information about you only with consent, unless the law and/or our policies allow us to do so.

### **1. Schools that you attend after leaving this school**

Schools are legally required to forward information about a pupil to their new school. This is usually done via encrypted electronic file transfer.

### **2. Local Authorities**

As part of the co-ordinated admissions scheme, schools are required to share personal data about new admissions with Local Authorities.

### **3. Youth support services**

Once our pupils reach the age of 13, we also pass pupil 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
- post-16 education and training providers

The information shared is limited to the child's name, address and date of birth. However, where a pupil provides their consent, other information relevant to the provision of youth support services will be shared.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority systems.

### **4. Department for Education (DfE)**

We are required to share information about our pupils with the Department for Education (DfE), either directly or via our local authority, for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- the Education (School Performance Information) (England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) 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. For more information, please see 'How Government uses your data' section below.

### ***How the Government uses your data***

The 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 (for example, school GCSE results or Pupil 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)

### ***Data collection requirements***

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

### ***The National Pupil Database (NPD)***

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

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

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-pupil-database-user-guide-and-supporting-information>.

### ***Sharing***

The law allows the DfE to share pupils' 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 DfE'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 the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the DfE has provided pupil information to, (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/df-external-data-shares>

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

#### **5. The School Nursing Service**

The school is required to share some personal data with the School Nursing Service in respect of vaccinations carried out by them at the school (usually in Year 9 and Year 13).

#### **6. Trips and visits organisers**

Where external organisations are used to organise trips and visits, we are required to give relevant personal data.

#### **7. The Old Southendian Association (OSA)**

When pupils leave the school, the OSA is sent details so that they can keep their records up to date.

## **Requesting access to your personal data**

Under GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, you will need to make a Subject Access Request by email: [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk). To make a request for a copy of your child's educational record, we will need the written permission of your child.

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. 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 <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the Office Manager by email: [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk) or the school's Data Protection Officer: [dpo@shsb.org.uk](mailto:dpo@shsb.org.uk)

*This document is regularly reviewed; last updated September 2019.*