

Privacy Notice Version 6

Information about Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller

South Downs Education Trust complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. ZA779108).

The Data Protection Officer (DPO) for the school is **SchoolPro TLC**

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the schools' legal obligations and to enable it to perform tasks carried out in the public interest,

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- There is explicit consent.
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provided measures to safeguard the fundamental rights and the interests of the data subject;

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address and contact details, carers details)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information,)
- national curriculum assessment results, examination results published in local media and in the Y11 Presentation Programme,
- where pupils go after they leave us
- Any special educational needs or disabilities as well as relevant medical information.
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

How we use information

We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning
- support our pupils' welfare
- monitor and report on their progress
- provide appropriate pastoral care;
- assess the quality of our services;
- process any complaints;
- protecting vulnerable individuals;
- the prevention and detection of crime

This information will include a child's Unique Pupil Number (UPN), contact details, carers details, national curriculum assessment results, examination results (these may also be shared in the local press and will also be shared Year 11 Leavers Presentation Evening Booklet), attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs or disabilities they may have as well as relevant medical information.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Who we share data with

We may pass data to:

- the local authority
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- NHS
- Our MAT (SDET)
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate

For further information about who we share with and why please see **APPENDIX A**.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

Photographs

The School may take photographs, videos or webcam recordings of pupils or students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

CCTV

The school operates CCTV on the school site as it is considered necessary to protect pupils' safety and/or the school's property. A CCTV Policy is in place which is available on our school website.

Biometrics

The school operates biometric recognition systems for use in the canteen only.

All data collected will be processed in accordance with the GDPR Data Protection Principles and the Protection of Freedoms Act 2012

The written consent of at least one parent 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 at the link below:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

APPENDIX A

Who we share data with and why

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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>.

Youth Service

Once pupils reach the age of 13, the law requires us to pass pupil information to the local authority and / or the provider of Youth Support Services in the area 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

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Career Guidance

Once our pupils reach the age of 13, the law requires us to pass on certain information to West Sussex County Council 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 to West Sussex County Council by informing our Data Protection Officer. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <https://www.westsussex.gov.uk/>

The National Pupil Database (NPD)

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

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the

NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our pupils to CCGs.

CCGs use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

Local Authority - education and training

We are required, by law, to pass certain information about our pupils to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them

to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Local Authority – social services

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

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

External Coaches (PE) & Volunteers working for Worthing High School

To ensure the safety of our students we will pass certain information about our pupils to:

- Approved coaches we contract with to deliver clubs/extracurricular activities.
- Approved volunteers supporting extracurricular activities such as Duke of Edinburgh Award

It is necessary for certain health information about children (for example, such as their medical information) and emergency contact information to be accessible to ensure the safety of our students at all times.

This information will only be passed on if your child is registered for these specific activities and you will be informed upon signing up for the activity.

Worthing High School Data Systems

Worthing High School shares student and parent/carer data and student photo images with the following third-party organisations, to enable us to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

- 4Matrix
- 5 Minute Lesson Plan
- Academic Calendar – Greenhill software
- Accelerated Reader
- Assessit (Library system)
- Active Live
- Activeteach
- AD Tools for Servers
- Bandlab Education
- Bluesky
- Class Charts - TASC
- CPOMS – Safeguarding Tool
- E4Education - website
- Emerge (Capita)
- EPEP system
- E-safety (Secondary) – Class Technology
- EYE Project and partners

- Fast Tomato
- FMS and Personnel Link – Capita
- Future Digital
- Future First
- Future Proof (Go Sketch)
- Group Call
- NHS Immunisation Team
- Insight
- ISSUU
- Inventory
- Kerboodle
- Konica (copiers)
- Lightspeed Filtering
- Linguascope
- Lucid Research Limited (Inclusion)
- Microsoft ES Agreement (proplus)
- MyMaths
- National Tutoring Programme
- PIXL
- Redstor pro ESE – Cloud Backups (Class Technology)
- RICOH (copiers)
- Room Booking System – School Premium Plan
- SAM Learning
- Schoolcloud
- SchoolComms
- School Nurse
- SchoolPhotographer (Van Cols)
- Microsoft Sharepoint Intranet Site
- Sharp (Biometric till system)
- Showmyhomework
- SIMS Link – (SalamandarSoft)
- SIMs Photo license (Capita)
- SIMS MIS (Capita)
- SMSC Grid (CPD Software)
- Sound Training
- Squad in touch
- Staff Advantage Licences
- Student Advantage Licences
- Sussex Police
- SWI
- Tassomai
- Trekco
- Welfare Call
- Wisepay

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