



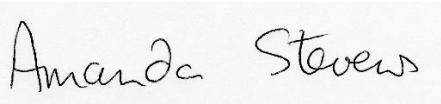
**CULCHETH
HIGH SCHOOL**
› THE BEST THAT WE CAN BE

PRIVACY POLICY (Students / Parents & Carers)

Reviewer: David Brownlee

Reviewed: March 2023

RATIFIED BY THE GOVERNING BODY

Signed: 
(Chair of the Finance and Resources Committee)
Date: 24th March 2023

› RESPECT
› HONESTY
› EXCELLENCE

Privacy Notice (Students / Parents & Carers)

The categories of student information that we process include:

We Culcheth High School are the data controller for the purposes of data protection.

- Personal identifiers 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 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 results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Biometric data – fingerprints
- Photographs
- CCTV Recording
- School activities and events

Why we collect and use student information

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

- a) Support student learning.
- b) Monitor and report on student attainment progress.
- c) Provide appropriate pastoral care.
- d) Assess the quality of our services.
- e) Keep children safe (food allergies, or emergency contact details).
- f) Meet the statutory duties placed upon us for the Department for Education (DfE) data collections.

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

We collect and use student information under Article 6 (1)(b) and (1)(c) of the General Data Protection Regulations. We also collect and use sensitive student information under Article 9 (2) (b) of the General Data Protection Regulations.

Collecting student information

We collect student information via registration forms and using electronic means from other schools, local council authority and the DfE (Department for Education). Information is secure file transferred from previous school and stored securely on the school ICT Network.

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.

Storing student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit

<https://culchethhigh.org.uk/school-policies/>

Who we share student information with

We routinely share student information with:

- schools / colleges that the students attend after leaving us
- our local authority
- youth support services (students aged 13+)
- the Department for Education (DfE)
- exam bodies
- Ofsted
- service providers
- local government
- auditors
- health authorities
- social welfare organisations
- police, courts, and tribunals
- professional bodies

Why we regularly share student information

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 students' information with Warrington Borough Council and the Department of Education (DfE). Sharing this data supports school funding, the educational attainment policy and monitoring.

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

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 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 / 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.

Department for Education (DfE)

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 the Department for Education (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.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact info@culchethhigh.org.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

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.

Withdrawal of consent and the right to lodge a complaint

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 info@culchethhigh.org.uk

Last updated

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 March 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact info@culchethhigh.org.uk

How Government uses your data

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)

Data collection requirements

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 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 (DfE) 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 for Education (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 by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share students' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisation 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/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, 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

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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