

# Formby High School

'Determined to Achieve'



DMA/LFO

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Headteacher:  
Mr D A Mackenzie  
BA (Hons) NPQH

Freshfield Road  
Formby  
Liverpool  
L37 3HW

01704 873100

enquiries@  
formbyhighschool.com

www.  
formbyhighschool.com

@FormbyHigh

Dear Parent and Student

## Privacy Notice – how we collect, store and share student information (Data Protection Act 1998 and General Data Protection Regulation)

Formby High School processes personal data about its students and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (which will come into effect in May 2018).

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

### Why we collect and use this information:

- to support teaching and learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### Categories of student information we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and reasons for absence)
- academic assessment and qualification information
- relevant medical or special educational needs information
- behavioural information (such as exclusions)
- destinations information (post 16)

### The lawful basis on which we use this information

We collect and use students' personal information to comply with a statutory requirement on schools under Section 537A of the Education Act 1996 to provide school census returns, including a set of named student records, to the Department for Education. Some of the personal information we collect and use is special category (or sensitive) personal information. Special category information includes personal information about race or ethnic origin, religion and health. Where we collect, use and share special category information for the purposes of the census, we also do so to meet statutory requirements.





## Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## Storing student data

Student data is retained in accordance with the School's Data Protection Policy and associated Records Retention Schedule.

## Who we share student information with

We routinely share student information with:

- schools that students attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse / National Health Service

## Why we 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' 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 students 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 Support Services

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

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 once he/she reaches the age 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: [www.sefton.gov.uk](http://www.sefton.gov.uk).

## The National Pupil Database (NPD)

The NPD is owned and managed by the 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 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 students to the DfE as part of statutory data collections such as the school 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 student 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 student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### 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, please contact the PA to the Headteacher (01704 835650 / [admin@formbyhighschool.com](mailto:admin@formbyhighschool.com)).

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact Mrs McQueen (School Business Manager) by telephone 01704 873100 or by email at [admin@formbyhighschool.com](mailto:admin@formbyhighschool.com).

Yours sincerely

**D A Mackenzie**  
Headteacher