

Formby High School

'Determined to Achieve'



DMA/LFO

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Dear Parent and Student

Privacy Notice – how we collect, store and share student information

Formby High School processes personal data about its students and is a 'data controller' in respect of this for the purposes of the General Data Protection Regulation (which comes 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:

We obtain student information via admission and registration forms when students are admitted to the school. In addition, when a child joins us from another school, we are sent a secure file containing relevant information. The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements. We collect and use student information for the following purposes:

- to support teaching and learning
- to monitor and report on student attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (for example: allergies, emergency contact details)
- to meet the statutory duties placed upon us

Categories of student information we collect, hold and share 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 categorisation)
- 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, reasons for absence and any previous schools attended)
- assessment and attainment (such as Key Stage 2 results, GCSE qualifications and post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- destinations information (post 16 and post 18)





- trips and educational visits (such as medical needs, emergency contacts)
- catering (such as biometric payment systems, allergy information)

This list is not exhaustive. To access the current list of categories of information we process, please see the Data Protection section of our website.

The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing pupil information is as follows:

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 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 Records Retention Schedule. For more information on our Records Retention Schedule and how we keep your data safe, please visit the Data Protection section of our website.

Who we share student information with

We routinely share student information with:

- schools that students attend after leaving us
- our local authority
- youth support services (students aged 13+)
- the Department for Education (DfE)
- School Nurse / National Health Service
- the school's approved providers for catering (National Retail Systems/Absolutely Catering), payment (Parentpay), communication (ParentMail) and management information system (SIMS)
- the school's careers education providers (Career Connect, Career North and Lifework Careers)
- external examination boards (A2C, JCQ, Pearson, Edexcel, WJEC, AQA, OCR, Cambridge)
- assessment providers (ALPS, Fisher Family Trust, SISRA)

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.

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 advice

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 / pupil once they reach the age 16. Data is securely transferred to the youth support service via **encrypted email of password protected files** and is securely stored.



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

Data is securely transferred to the youth support service via **encrypted email of password protected files** and is securely stored.

For more information about services for young people, please visit our local authority website: www.sefton.gov.uk.

Department for Education

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.

All data is transferred securely and held by the 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, please contact the Data Protection Officer, Mr Nicholas Holden, (DPO@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
- 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, 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 the school's Data Protection Lead, Mrs McQueen, by telephone on 01704 835650 or by email at admin@formbyhighschool.com.

Yours sincerely

D A Mackenzie
Headteacher



APPENDIX 1 'How 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 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 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.

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

The law allows the Department 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 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 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil 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>