

Formby High School

'Determined to Achieve'



DMA/LFO

March 2022

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Dear Parent and Student

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

Formby High School processes personal data about its students and is a 'data controller' in respect of this for the purposes of the UK General Data Protection Regulation (GDPR) 2018 and UK Data Protection Act 2018.

We collect and hold personal information relating to our students and parents, 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:

Formby High School holds the legal right to collect and use personal data relating to students and their families. We obtain student information via admission 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 safeguard students
- to monitor and report on student attainment and 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	Name, date of birth, gender, year group, class, Unique Pupil Number, address, contacts, Dietary needs and preferences Medical practice address and telephone number Medical conditions School History (previous and future schools)
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reason for absence





Academic Attainment and Progress Records	Teacher assessment grades Statutory assessment results Standardised score results Photographic evidence of learning Reports to parents (end of year)
Other	Student achievement awards and evidence (certificates, named trophies, photographs, celebration events) Student surveys Destinations and careers information (post-16 and post-18) Trips and educational visits (such as medical needs, emergency contacts) Catering (such as biometric payment systems, allergy information)
Other (not applicable to all students)	Free School Meal (FSM) eligibility, Pupil Premium (PP) eligibility Safeguarding records (incidents, external agency reports) Court Orders Special Educational Needs (SEND) records (professional assessments, external professional's reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with students) Behaviour incident records Suspension and exclusion information

Categories of parent/family information we collect, hold and share include:

Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents / carers and other given contacts) Free School Meals eligibility evidence
Other	Letters sent to school Emails sent to school Financial payments, including account arrears (manual and electronic) Parent surveys

The lawful basis on which we use this information

We must make sure that information we collect and use about students is in line with the UK GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data and that if we share it with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources including:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Education (School Performance Information) (England) Regulations 2007
- Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Under the UK GDPR, processing of the data held is lawful if one or more of a number of lawful bases applies. The bases which we rely on for processing student information, which is collected and used for the reasons listed above, are as follows:

- **Consent:**
 - parents have given clear consent for us to process their (and their child's) personal data for the purpose indicated above
- **Public Task:**
 - collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- **Vital Interests:**
 - to keep children safe (food allergies, or medical conditions) i.e. if we are required to share medical history information with the emergency services in the event of an accident or to other agencies when a child may be in danger



- **Legal Obligation**

- data collected for DfE census information which we are required by law to submit.

In addition, concerning any special category data e.g. data relating to ethnic origin, data concerning health, one or more of the following conditions applies:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/lawful-basis-for-processing/special-category-data/?q=Article+9>

Collecting student information

Student information is collected at the point of admission (in hard copy and/or electronic submission) and parents are required to ensure that any updates in the information provided (for example, contacts, addresses, medical information, etc) in a timely manner to the school. 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 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 Records Retention Schedule. Data is held securely in both electronic and paper format. 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
- Children's Social Care
- External professionals who visit school
- Voluntary organisations linked to the school
- Suppliers and services providers with whom we have a contract, including but not limited to:
 - the school's approved providers for catering (National Retail Systems/Absolutely Catering), payment (Parentpay), communication (ParentMail, Class Charts) 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, SISRA)
 - classroom and learning resources (Class Charts, GCSEPod, Hegarty Maths, ActiveLearn, Accelerated Reader, etc)

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.

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 / student 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.

Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels. We are required to share information about our students with our local authority (LA) and the DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

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 Lead at school (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
- 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/>

For further information on how to request access to personal information held centrally by 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 the school's Data Protection Lead, Mrs Forster, by telephone on 01704 835650 or by email at admin@formbyhighschool.com.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. The active version of our privacy notice can be found on the school website under the About Us/Data Protection at FHS section. This version was last updated in March 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Lead, Mrs Forster, by telephone on 01704 835650 or by email at admin@formbyhighschool.com.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D A Mackenzie'.

D A Mackenzie
Headteacher

Appendix 1 – 'How Government Uses Your Data'



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.

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>

Sharing by the Department

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 the 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
- 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 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/dfe-external-data-shares>

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:



- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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 DfE: <https://www.gov.uk/contact-dfe>