



## DAVISON CE HIGH SCHOOL FOR GIRLS

### Pupil Privacy Notice

#### **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**

Davison CE High School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z491247X).

The Data Protection Officer (DPO) for the School is Mr Anthony Davies.

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 school's 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 defense 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 provides 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 (via a highly edited press release shared with Worthing Herald, Brighton Argos, West Sussex County Council, PiXL, ALPS and the School Website);
- 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.

For pupils making post 16 applications, data from Year 11 school reports (attendance, predicted grades, tutor reference) will be shared with post 16 colleagues and training providers when requested.

### **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 and
- the prevention and detection of crime.

### **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;
- 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

## **Biometrics**

The school operates biometric recognition systems to enable students to make purchases from the diner/refectory. In order to provide students with access to this facility, a list of student names and unique pupils numbers is shared with Cunninghams who are the chosen contractor.

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), and
9. complain to the Information Commissioner's Office (See below).

To exercise any of these rights please contact the DPO – Mr Anthony Davies.

## **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 our local authority (LA) and the Department for Education (DfE) under section 3 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

#### **Pupils aged 13 years +**

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 and 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.

For more information about services for young people, please visit our local authority website.

A parent/guardian can request that **only** their child's name, address and date of birth be passed to the provider of Youth Support Services in your area by informing Miss E Frost ([e.frost@davisonhigh.school](mailto:e.frost@davisonhigh.school)) on behalf of the DPO. **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 the local authority website <https://www.westsussex.gov.uk>

## **Career Guidance**

Once our pupils reach the age of 13, the law requires us to pass on certain information to West Sussex County Council (WSCC) who have responsibilities in relation to the education and 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/carer can request that only their child's name, address and date of birth be passed to WSCC by informing Miss E Frost ([e.frost@davisonhigh.school](mailto:e.frost@davisonhigh.school)) on behalf of the DPO. This right is transferred to the child once she reaches the age of 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 (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 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 DfE has robust processes in place to ensure that 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 DfE'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 DfE 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 the 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 (LAs).

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 educational 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 DfE to enable it 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](mailto: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](mailto: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.

### **Capita SIMS**

Capita SIMS is our central Student Information Management System provider. As such we share a broad range of information with them in order to, for example:

- Comply with our statutory duties to effectively record, hold and manage pupil data on attendance;
- Comply with our duty of care in relation to the health, safety and protection of pupils by, for example, holding up to date contact, medical, SEN, dietary and child protection information;
- Fulfilling our statutory obligations as a state educator by recording and analysing assessment and exam data.

### **Studybugs**

We share pupil data with Studybugs. This is a software system designed to enable schools to accurately and efficiently record and monitor pupil absence due to illness, and to identify unexplained absence speedily. This therefore supports our compliance with our statutory duty to accurately record and maintain attendance information, our statutory safeguarding duties, and our duty of care in respect of all our pupils.

### **CPOMS**

We share pupil data with CPOMS, the software application used to monitor child protection, safeguarding and pastoral and welfare issues. This supports and informs our internal safeguarding processes, enabling us to comply with our statutory safeguarding duties and our duty of care in respect of all our pupils.