

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

Litherland High School, Sterrix Lane, Litherland, Liverpool, L21 0DB (the School) is part of The Heath Family (NW) Multi Academy Trust, registered office, Palace Fields Primary School, Badger Close, Runcorn, WA7 2QW (the Trust) The School is, in conjunction with the Trust, a 'data controller' for the purposes of data protection law.

Our data protection officer is **Nick Holden** (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details, contact preferences, date of birth, identification documents
- Your test results
- Your school records
- Your characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any behaviour issues or exclusions
- Any medical conditions you may have
- Your attendance records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs (as part of your pupil record/file)
- Photographs (not part of your pupil record/file)
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support your learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Protect your welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with the law
- We need it to perform an official task in the public interest (in order to provide you with an education)

Sometimes, we may also process your personal data where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interests)

Where we have got permission to use your personal data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. Our record retention schedule sets out how long we keep your information. Our record retention schedule follows the Information and Records management Society's toolkit for schools, a copy of which can be requested from the school office or from the Trust Central Office (contact details in the contact section below)

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority, central and local government – to meet our legal duties to share certain information, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department) – to meet our legal duties to share certain information, such as school census data*
- *Your family and representatives – to meet our legal duties to share certain information, such as concerns about pupils' safety and welfare*
- *Educators and examining bodies – to meet our legal duties to share certain information, such as assessment*
- *Our regulator (the organisation or "watchdog" that supervises us), Ofsted – to meet our legal duties to share certain information, such as assessment and school census data*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Survey and research organisations – so that they can provide the services we have contracted them for*

- *Health authorities – to meet our legal duties to share certain information, such as concerns about pupils' safety and welfare*
- *Health and social welfare organisations – to meet our legal duties to share certain information, such as concerns about pupils' safety and welfare*
- *Professional advisers and consultants – so that they can provide the services we have contracted them for*
- *Charities and voluntary organisations – so that they can provide the services we have contracted them for*
- *Police forces, courts, tribunals – to meet our legal duties to share certain information, such as concerns about pupils' safety, exclusions and welfare*
- *Professional bodies – so that they can provide the services we have contracted them for*

National Pupil Database

We are required to provide information about you to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD) (<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department's webpage on how it collects and shares research data (<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>).

You can also contact the Department for Education with any further questions about the NPD (<https://www.gov.uk/contact-dfe>).

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to **Sefton Metropolitan Borough Council and Sefton Youth Service**, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're aged 16 or over, can contact our data protection officer to ask us to only pass your name, address and date of birth to **Sefton Metropolitan Borough Council and Sefton Youth Service**.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- **Nick Holden**, dataprotection@theheathfamily.org.uk

The Trust can be contacted through the Chief Operating Officer:

- **Craig Parkinson**, cparkinson@theheathfamily.org.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school. (<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>)