



HEADLANDS SCHOOL
SINCE 1965

Headlands School,
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Headteacher: Mrs Sarah Bone

GDPR Privacy Notice (How we use student information)

Who processes your information?

Headlands School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Headlands School upholds are imposed on the processor.

Tracey Roberts is the Data Protection Officer, her role is to oversee and monitor the school's data protection procedures, and to ensure the school is compliant with the GDPR. The data protection officer can be contacted on 01262 676198 or admin@headlandsschool.co.uk.

Why do we collect and use your information?

Headlands School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and / or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and 9 of the GDPR
- Education Act 1996
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.
- Statutory Census (<https://www.gov.uk/education/data-collections-and-censuses-for-schools>)

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students

Which data is collected?

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.

:PRIDE :ASPIRE :RESPECT



The categories of student information that the school collects, holds and shares including the following:

- Personal information - e.g. names, student numbers and addresses
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information - e.g. number of exclusions

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling student information.

Legitimate Interests - this means that the processing is necessary for legitimate interest except where the processing is unfair to your child. The school relies on legitimate interests for most of the ways in which it uses student's information. Specifically, the school has a legitimate interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objects and interests of the school. This includes fundraising e.g. school trips.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, students' personal information may be processed for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another student.

If you object to us using your child's information where we are relying on our legitimate interests as explained above, please speak to the Headteacher.

Legal Obligation

Where the school needs to use students' information in order to comply with a legal obligation, we may also have to disclose your information to third parties such as the courts, the LA or the Police where legally obliged to do so.

Vital Interest

For example, to prevent someone from being seriously harmed or killed.

Public Interest

The school considers that it is acting in the public interest when providing education

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information and information about sex life or orientation.

Substantial public interest

The processing is necessary for reasons of substantial public interest.

Vital Interest

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal Claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

How long is your data stored for?

Personal data relating to students at Headlands School and their families is stored for 7 years following a student's last entry which would be when they reach 25 years of age.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

Headlands School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- Students' destinations upon leaving the school
- The Local Authority (LA)
- The NHS and health care professionals
- The DfE
- Careers Advisors
- Youth & Family Support
- Post-16 Education and training providers
- Awarding Bodies (GCSE/A-Level Exams/BTEC, etc.)
- Suppliers and Service providers (PixL, Show my homework, Tassomai, MyMaths etc.)
- School trip organisations
- RAISE Online
- NHS Track and Trace Contact System

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, by law, to share certain information about our students to our Local Authority (LA) and the Department for Education (DfE) under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

Students Aged 13+

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 / student once he / she reaches the age of 16.

Students Aged 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.eastriding.gov.uk

The National Pupil Database (NPD)

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about students 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 courses including schools, local authorities and awarding bodies.

Headlands School is 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 DfE may share information about our students 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 the confidentiality of any data shared from the NPD is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases this personal data to third parties are subject to a strict approval process and are 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/guidance/data-protection-how-we-collect-and-share-research-data>

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

Where can you find out more information?

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>.

What are your rights?

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, contact Helen Keyworth, Data Protection Officer via email admin@headlandsschool.co.uk

You 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 purposes 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.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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 (ICO) at <https://ico.org.uk/concerns/>. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am - 5pm.

Declaration (please insert name)

I, _____, declare that I understand:

- Headlands School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Headlands School may share my data with the DfE, and subsequently the LA
- Headlands School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Headlands School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.