



HEADLANDS SCHOOL
SINCE 1965

Privacy Notice

For Students & School Workforce

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Privacy Notice for Students

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, we will always let you know when this is happening, 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 data protection regulation. 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 uses the personal data of students and their families 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

We do this on the following grounds:

Legal obligation 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). The relevant legislation is:

- 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>)

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 mainly when:

- 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.

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.

Public Interest

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

The school must also ensure that where it processes special categories of information it identifies the grounds to do so. 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.

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 data protection legislation, we will inform you whether you are required to provide certain student information to us and if you have a choice in this.

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 Special Educational Needs and Disabilities
- 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.

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 data protection legislation, 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 (UCAS and Student Finance)
- Awarding Bodies (GCSE/A-Level Exams/BTEC, etc.)
- Providers of Work Experience/Employers (E2W)
- School Finance System - SCOPAY
- Third Party Education and Revision providers (PiXL, Show my Homework, Tassomai, MyMaths, Doodle, Kerboodle, Plickers, Theeverlearner.com, Pinterest, Google Drive, GCSEPod, Clickview and Moodle.)
- RAISE Online
- FFT
- SISRA Analytics
- SIMS (School Management Information System)
- CPOMS (Safeguarding Portal)
- Edulink
- Agilico (Reprographics)
- Wonde (Free School Meal System)
- Evolve+ (Educational Visits 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.

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.

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 NDP 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 NDP 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 Tracey Roberts, 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;
- 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.

Privacy Notice for School Workforce

How we use Staff information

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Headlands School, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Helen Keyworth.

The categories of school workforce information that we collect, process, hold and share include:

In the course of employing staff in our school we collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number and passport details)
- Special categories of Data including characteristics (such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Bank Account Details (to enable the Local Authority to make salary payments)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant Medical Information

Why we collect and use this information:

We use the school workforce data to:

- Enable individuals to be paid
- Support pension payments and calculations
- Enable sickness monitoring
- Enable leave payments (such as sick pay and maternity leave)
- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development

Reasons we can collect and use your personal information:

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Collecting this information:

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Who we share your personal information with:

- Department for Education (DfE)
- East Riding of Yorkshire Council
- NHS Track & Trace Contact System

Why we share school workforce Information:

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational attainment.

We are required to share information about our school employees with our Local Authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about School Workforce) (England) Regulations 2007 and amendments.

Data Collection Requirements:

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the staff information we share with the DfE, for the purposes of the data collections, go to <https://www.gov.uk/education/school-workforce-censuses>

The DfE may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff 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 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 school workforce information, organisations must comply with its 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>

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Tracey Roberts, Data Protection Officer.

You also have the right to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Withdraw consent (if applicable)
- 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

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Data Protection Team at East Riding of Yorkshire Council, data.protection@eastriding.gov.uk or contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

How long your personal data will be kept?

We will hold your personal information for 6 years after you leave the school in line with the School's Data Retention policy.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. Please refer to our Data Protection Policy for further information.

Who to Contact and Where to go for Further Information

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 0303 1231113.

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>