



HEADLANDS SCHOOL
SINCE 1965

Privacy Notice Student Information

Written by	Data Protection Team, East Riding of Yorkshire Council		
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Headlands School

How we use student information

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data, and by having a Data Protection Policy.

This notice explains how we collect, store and use personal data about our students. We, Headlands School are the data controller for the purposes of data protection law. Our school has an appointed Data Protection Officer, whose role is to oversee and monitor the school's data protection procedures, and to ensure that the school is compliant with data protection laws (Data Protection Act 2018 and the General Data Protection Regulation (GDPR)).

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- financial data (such as bank account or credit card details, eligibility for free school meals or other financial assistance)
- grant information (such as eligibility for pupil premium service)
- biometrics information (used for cashless transactions made by students for catering or other transactions)
- visual imagery (such as video and photography images used by the school to promote the school and any school activities e.g. school sports day)
- CCTV imagery (to be used in order to provide security for the school site, keep people safe, evidence in investigations)

This list is not exhaustive, a detailed list of categories of information we process is recorded on the schools Information Asset Register.

Why we collect and use student information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use student information, for the following purposes:

- a) to support student learning
- b) support Children in Need and Looked After Children and monitor their progress
- c) to monitor and report on student attainment progress
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us by the Department for Education
- h) evaluate and improve our policies

Under data protection laws, the main lawful bases we rely on for processing student information are:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for compliance with a legal obligation to which the controller is subject; and
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

In addition, the legal basis for processing any special categories information is:

- processing is necessary for reasons of substantial public interest,
- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

Collecting student information

We collect student information throughout a student's time at school, but in particular from the student registration from when they start at the school. We may also obtain information from third parties such as their previous school, by Common Transfer File.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with data protection laws, 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.headlandsschool.co.uk or contact our Data Protection Officer.

Who we share student information with

We routinely share student information with:

- schools
- local authorities
- youth support services (students aged 13+)
- the Department for Education (DfE)
- Your family and representatives
- Educators and examining bodies
- Our regulator Ofsted (the organisation or “watchdog” that supervises us)
- Suppliers and service providers - so that they can provide the services we have contracted them for eg school meals
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- School Clubs

Youth support services

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 object to any information in addition to their child’s name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once they reach the age 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

A child / student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

For more information about services provided by our local authority, and their privacy notice please see: <https://www.eastriding.gov.uk/council/governance-and-spending/how-we-use-your-information/find-privacy-information/>

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 537A of the Education Act 1996 and Regulation 6 (d) of the Education (Individual Student Information) (Prescribed Persons) (England) Registrations 2009.

Section 47 of the Statistics and Registration Service Act 2007 and the Statistics and Registration Service Act 2007 (Disclosure of Student Information) (England) Regulations 2009.

Examples for school census:

Section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

All data is transferred securely and held by 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.

Requesting access to your personal data

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 the School's Data Protection Officer.

Depending on the lawful basis above, you may 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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 Officer at admin@headlandsschool.co.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 18 October 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact:

MRS TRACEY ROBERTS, ASSISTANT HEAD - DATA, TIMETABLE AND ASSESSMENT

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 Student 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 Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD).

The NPD is owned and managed by the Department for Education 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 sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students’ personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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.

For information about which organisations the Department has provided student 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 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>