



## **GDPR privacy notice for students and their families**

Schools are required to inform students and their families about how their personal data may be collected and used. This requirement is specified in General Data Protection Regulation ((EU) 2016/679) (“GDPR”) which came into effect on 25 May 2018. More information regarding the use of data by the school can be found in the GDPR Data Protection Policy, available on the school website.

### **Who processes your information?**

Westhoughton High School, Bolton Road, Westhoughton, Bolton, BL5 3DN is the “data controller” for the purposes of data protection law. This means that we determine why and how, any personal data relating to students and their families is to be processed.

Mrs Ann Butler is the data protection officer for the school. That means she acts as a representative for the school with regard to our responsibilities and also makes sure that the school is compliant with the GDPR. Mrs Butler can be contacted on 01942 814122 or [whsoffice@westhoughton-high.org](mailto:whsoffice@westhoughton-high.org).

### **What data is collected?**

The school collects, stores and holds information about students to support teaching and learning, to provide pastoral care and to assess how the school is performing. This information includes:

- Personal information – e.g. names, student numbers and addresses, contact details, identification documents and photographs;
- Attendance information – e.g. number of absences and absence reasons;
- Assessment information – e.g. national curriculum assessment results
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility; Information relating to SEND;
- Behavioural information – e.g. number of temporary exclusions;
- Further Education destination data. Safeguarding information;
- During the Covid 19 pandemic we will adhere to the Track and Trace rules laid out by the Government to collect your contact details should you visit the school. This information will be stored for 6 months

### **Why do we collect and use your information?**

We use this data to help run the school, including to:

- Support your learning;
- Get in touch with you and your parents when we need to;

- To monitor and report on your progress including checking how you are doing in exams to see whether you or your teachers need any extra help;
- To provide appropriate pastoral care and look after your wellbeing;
- To check how well the school is performing.

We will only collect and use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to comply with a legal obligation
- Where the information is needed in order to perform a task carried out in the public interest

Less commonly, we may also use your personal information in the following situations:

- Where you have told us we can use your personal information in a certain way
- Where we need to protect your interests (or someone else's interest)
- Where it is needed in the public interest.

In particular 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 Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Students) (England) Regulations 2013

Whilst the majority of the information we collect from you is mandatory, there is some information that you can choose whether to provide us. We will always tell you if it is optional.

### **How long is your data stored for?**

Personal data relating to you and your family is stored in line with the school's GDPR Data Protection Policy. A copy of which is available on request.

We will not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally. We will keep your personal information whilst you are a student. We will even keep your personal information when you have left school where this is necessary for us to comply with a legal or professional obligation.

### **Will my information be shared?**

We will not share your information with anyone without asking you first, unless it is something we need to share by law, or in order to meet our obligations as a school.

The organisations we may share your personal information with also include:

- Your family, associates and representatives;
- Educators and examining bodies;
- Our regulator;
- Suppliers and service providers;
- Financial organisations;

- Central and local government;
- Our auditors;
- Survey and research organisations;
- School boards;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisors and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals; and
- Professional bodies.

It is the law that we have to pass certain information about you to organisations like the local authority and the government, so they can meet their legal obligations too.

The National Student Database (NPD) is managed by the Department for Education (“DfE”) and contains information about students in schools in England. Westhoughton High 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.

This information includes the following:

- Your unique learner number (ULN);
- Details about your learning or qualifications; and
- Sharing data about the school funding and educational attainment policy and monitoring.

The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing 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.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Once you reach the age of 13, we are required by law to pass on certain information to our LA, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data for students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

If you are under the age of 16 then your parents are able to request that only your name, address and date of birth are passed to the LA, by informing [whsoffice@westhoughton-high.org](mailto:whsoffice@westhoughton-high.org). Once you reach 16 years of age, this right is transferred to you, rather than your parents. For more information regarding services for young people, please visit our LA's website: [www.bolton.gov.uk](http://www.bolton.gov.uk)

We are also required to pass certain personal information to careers services once you reach the age of 16. The information accessible by careers services includes mock exam results and subjects studied; SEND information; and student contact details.

### **What are your rights?**

You can find out what personal information we hold about you by making a "subject access request" under data protection law. If we hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it has been disclosed to; and
- Let you have a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to make a request, please contact our Data Protection Officer Mrs Butler using the details above.

You and your parents also have the following rights over how your data is used and kept safe including the right to:

- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed if it would cause damage or distress;
- Prevent it being used to send you direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person); and
- Claim compensation for damages caused by a breach of the data protection rules.

If you are worried about the way we are using your personal data, please talk to a member of staff. Or, contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

### **Where can you find out more information?**

If you would like to discuss anything in this notice, please contact Mrs Butler, the Data Protection Officer at [whsoffice@westhoughton-high.org](mailto:whsoffice@westhoughton-high.org)

Alternatively, please look at our GDPR Data Protection Policy which can be downloaded from our website <http://www.westhoughton-high.org/> or alternatively a copy is available from the school office upon request.

