



Privacy Notice for Students and their Families

This privacy notice has been written to provide you with information about how Westhoughton High School ("School", "we", "us", "our") collects and processes personal data of our students and their parents/carers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Who we are?

The School is a "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.

The School has appointed a Data Protection Officer who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

What data is collected?

The School collects, stores and processes information about students and their families 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, date of birth, student numbers and addresses, contact details, identification documents and photographs;
- Attendance information – e.g. number of absences and absence reasons; sessions attended and any previous schools you have attended;
- Assessment information – e.g. where appropriate data relating to any assessments, tests or exams they have undertaken, national curriculum assessment results, current student progress and their predicted progress;
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility;
- Information relating to SEND including any particular needs a student may have and ranking, any funding that is received, statements of individual need and care plans;
- Behavioural information – e.g. general classroom behaviour including any awards gained, detentions and any fixed term or permanent exclusions and any relevant alternative provision put in place;
- Relevant medical and administration – e.g. doctors' information, emergency contacts, general health, dental health, conditions, allergies, medication requirements such as the need for epipens, inhalers and dietary requirements;
- Pastoral and Safeguarding information; e.g. court orders and professional involvement and notes on any home visits undertaken;
- Financial records about any money you have paid us, any amount(s) outstanding and associated recovery action. Depending on your chosen method of payment, we may hold your bank account details;



- Photographs;
- Biometric data;
- Further Education destination data;
- Details of any other information that is provided to us by students and families whilst during the course of our relationship with you;
- CCTV images.

Why we need your data

We collect and 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 and enabling suitable interventions to be put in place where required;
- To provide appropriate pastoral care and look after your wellbeing;
- To check how well the school is performing;
- To assess the quality of our services;
- To keep students and staff safe;
- To meet legal duties placed on us by the government;
- To comply with the law regarding data sharing;
- To communicate with families and provide updates relating to student learning;
- To process payments from families.

Collecting student/families' information

Generally, the information we hold will have been provided by students and families (e.g. information inputted into our management information system or when we communicate with you), but we may also hold information provided by third parties where this is relevant to your own circumstances. Whilst the majority of the student and student/families' information you provide to us is required by law, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, when requesting information, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student and family's data for the duration the student is at the school.

Any information held by the school which does not form part of the school file will be kept for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of personal information are available upon request. After this period, we will securely destroy or anonymise personal information in accordance with data protection law.

Legal stuff

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



- Where it is necessary for our legitimate interests to improve communications with parents/carers
- Where it is necessary for the performance of a contract in relation to the processing of payments

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 UK GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the UK 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 does the government use your data?

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

The student data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of students and their characteristics in each school
- Informs 'short-term' education policy monitoring and school accountability and intervention (e.g. school GCSE results or Pupil Progress measures)
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school
- To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How long we keep your data?

Personal data relating to you and your family is stored in line with the school's 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 data 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, professional bodies;
- Our regulator; our auditors;
- Suppliers and service providers such as catering providers;
- Financial organisations;
- Central and local government; school boards;
- Survey and research organisations;
- NHS and health authorities; health and social welfare organisations; professional advisors and consultants;
- Security organisations;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Other third parties we may engage the services of for the purpose of providing a public task or the administration of the School, for example our safeguarding monitoring software, our management information system provider;
- Our insurance providers for the purposes of fulfilling our insurance obligations.

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. We do not share information about our students/families with anyone without consent unless the law and our policies allow us to do so. We share students data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the Department for Education, for example the obligation on us to complete and return the school census, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Much of the data about students in England goes on to be held in the National Pupil Database (NPD). The National Pupil Database (NPD) is owned and managed by the Department for Education ("DfE") and contains information about students in schools in England. The 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.

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

This information includes the following:

- Your unique learner number (ULN);
- Your unique pupil number (UPN);
- 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 NPD 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 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 purposes 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 data.

The DfE is legally allowed to share students personal information with certain third parties, including the following:

- 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

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

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

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. 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

For more information about services for young people, please visit: <https://www.bolton.gov.uk/youth-support>

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>.

For information about which organisations the DfE has provided student information to, and for which project, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

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

To find out more about the student 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 students reach the age of 13, we pass student information to the Local Authority and/or provider of youth support services as they are responsible for the education or training of 13-to-19-year-olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers
- post 16 education and training providers

The information shared is limited to the student's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth



support services will be shared. This right is transferred to the child / student once they reach the age 16.

For more information regarding services for young people, please visit our LA's website:
www.bolton.gov.uk

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.

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.

Request Access to your Personal Data or that of your Child

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 for your personal information, or to be given access to your child's educational record, please contact our Data Protection Officer using the details below.

You and your families 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 or have it blocked, erased or destroyed;
- 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 in certain circumstances;
- Object to your personal data being processed if it would cause or is causing 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 collecting or using your personal data, please talk to a member of staff in the first instance. Or, contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the



Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Consent

Where we have asked for your permission to use your data in a certain way, and you provided your consent, you have the right to change your mind at any time.

If you would like to change your mind you can let any member of staff know or contact the Data Protection Officer.

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 5th September 2023.

Where can you find out more information?

If you would like to discuss anything in this notice, please contact the Data Protection Officer at dpo@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.