



# THE DEANERY

Church of England High School and Sixth Form College

## Privacy Notice for Pupils and Parents

The Deanery Church of England High School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### Who collects this information?

The Deanery Church of England High School is a 'data controller.' This means that the school is responsible for deciding how it holds and uses personal information about pupils.

### Categories of pupil information that is collected, processed, held and shared

The school may collect, store and use the following categories of personal information about pupils and parents:

- Personal information such as name, pupil number, date of birth, gender and contact information
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Biometric Data (fingerprint)
- Attendance details (such as sessions attended, number of absences and reasons for absence)
- Financial information (such as bank details when using our online payments system, proof of earnings when applying for free school meals)
- Performance and assessment information
- Behavioural information (including suspensions)
- Special educational needs information
- Relevant medical information
- Special categories of personal data (including ethnicity, relevant medical information)
- Images of pupils engaging in school activities, and images captured by the school's CCTV system
- Information about the use of the school's IT, communications and other systems, together with other monitoring information
- Where pupils may go after they leave the school (Post 16 Education, Training Provider, Apprenticeship, Employment)
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give the school a unique learner number (ULN) and may also give us details about pupils learning or qualifications

### Collecting information

Whilst the majority of information provided is mandatory, some of it is provided to the school voluntarily. In order to comply with the UK General Data Protection Regulation, the school will inform pupils/parents whether they are required to provide certain pupil information to the school and whether they are obliged to do so.

It is important that the personal information we hold about pupils/parents is accurate and current. Please keep the school informed should personal information change.

### How the school uses personal information

The school holds and uses pupil data:

- Pupil selection (and to confirm the identity of prospective pupils and parents)
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Safeguarding pupil welfare and providing appropriate pastoral (and where necessary medical) care
- Support teaching and learning
- Giving and receiving information and references about past, current and prospective pupils, and providing references to potential employers of past pupils
- Managing internal policy and procedure
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- To provide efficient access to catering facilities and enable the school's catering service provider to provide the service for which they are contracted

- To carry out statistical analysis for diversity purposes
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- Making use of photographic images of pupils in school publications, on the school website and on social media channels
- Security purposes, including CCTV
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school
- To provide support to pupils after they leave the school

### **The lawful basis on which the school uses information**

The school will only use your information when the law allows it. Most commonly, information will be used in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose
- Contract: the processing is necessary for a contract with the individual
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations)
- Vital interests: the processing is necessary to protect life
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The school requires all the categories of information listed above primarily to allow it to comply with legal obligations. Please note that the school may process information without knowledge or consent, where this is required or permitted by law.

### **How we use particularly sensitive personal information**

Special categories of particularly sensitive personal information, such as information about health, racial or ethnic origin, sexual orientation, or biometrics, require higher levels of protection. The school must have further justification for collecting, storing and using this type of personal information. The school has an appropriate policy document and safeguards in place, which we are legally required to maintain when processing such data.

The school may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- To carry out our legal obligations in line with our data protection policy.
- In the public interest, such as for equal opportunities monitoring.
- To protect you or another person from harm.
- Less commonly, when it is required for legal claims, to protect your interests (or someone else's) when you are unable to give consent, or when the information has already been made public.

### **Sharing data**

The school may need to share data with third parties where it is necessary with strict controls on who can see your information. The school will not share your data if you have advised that you do not want it shared unless it is the only way the school can make sure pupils/parents stay safe and healthy or the school is legally required to do so.

We share pupil information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Ofsted
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds
- Other Schools that pupils have attended/will attend
- NHS
- Welfare services (such as social services)
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- Professional advisors such as lawyers and consultants
- Support services (including insurance, IT support, information security)
- The Local Authority

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

The school may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why the school shares this information**

The school does not share information about our pupils with anyone without consent unless otherwise required by law, e.g. the school shares student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Storing pupil data**

The school keeps information about pupils on computer systems and sometimes on paper. Except as required by law, the school only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy. If you require further information about retention periods, please contact the school at [enquiries@deanery.wigan.sch.uk](mailto:enquiries@deanery.wigan.sch.uk)

### **Automated decision making**

Automated decision making takes place when an electronic system uses personal information to decide without human intervention. The school is allowed to use automated decision making in limited circumstances. Pupils will not be subject to automated decision-making unless the school has a lawful basis for doing so and you have been notified.

### **Security**

The school has put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

### **Youth support services**

#### *Pupils aged 13+*

Once pupils reach the age of 13, the school also passes pupil 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.

The school must provide the pupil's name, the parent's name(s) and any further information relevant to the support services role.

This enables the school to provide services as follows:

- youth support services
- careers advisers

A parent 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 pupil once they reach age 16.

#### *Pupils aged 16+*

The school will also share certain information about pupils 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 the Local Authority website.

### **The National Pupil Database**

The NPD is owned and managed by the Department for Education and contains information about pupils 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' 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 department may share information about our pupils 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 Department 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 pupil 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/data-protection-how-we-collect-and-share-research-data>

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>

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

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information (or be given access to your child's education record) contact the school at [enquiries@deanery.wigan.sch.uk](mailto:enquiries@deanery.wigan.sch.uk)

You 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 purposes of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the data protection regulations

If you want to exercise any of the above rights, please contact the school at [enquiries@deanery.wigan.sch.uk](mailto:enquiries@deanery.wigan.sch.uk)

Or alternatively in writing to: [The Deanery Church of England High School, Frog Lane, Wigan, WN1 1HQ.](#)

You should address all correspondence relating to 'access' with the heading **SUBJECT ACCESS REQUEST**, followed by your name.

The school may need to request specific information from you to help confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact: [enquiries@deanery.wigan.sch.uk](mailto:enquiries@deanery.wigan.sch.uk).

Or alternatively in writing to: [The Deanery Church of England High School, Frog Lane, Wigan, WN1 1HQ.](#)

You should address all correspondence relating to 'withdrawing consent' with the heading **WITHDRAW CONSENT**, followed by your name.

Once the school has received notification that you have withdrawn your consent, the school will no longer process your information for the purpose or purposes you originally agreed to, unless the school has another legitimate basis for doing so in law.

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way the school is collecting or using your personal data, you should raise your concern with the Headteacher in the first instance by contacting: [enquiries@deanery.wigan.sch.uk](mailto:enquiries@deanery.wigan.sch.uk)

Or alternatively in writing to: [The Deanery Church of England High School, Frog Lane, Wigan, WN1 1HQ.](#)

You should address all correspondence relating to a 'concern' with the heading **CONCERN** followed by your name.

The school has appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how the school handles your personal information which cannot be resolved by the Headteacher, then you can contact the DPO on the details below: -

Data Protection Officer Name: Craig Stilwell

Data Protection Officer Details: [Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE](#)

Data Protection Officer Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

### **Other useful contact numbers**

Public Communications Unit

Department for Education, Great Smith Street, London, SW1P 3BT

Website: [www.dfe.gov.uk/government/organisation/departments/departments-for-education](http://www.dfe.gov.uk/government/organisation/departments/departments-for-education)

Email: [info@dfes.gov.uk](mailto:info@dfes.gov.uk)

Tel: 0370 000 2288

People Children, Adults and Families Directorate

Wigan Council, Civic Centre, Second Floor, Millgate, Wigan, WN1 1AZ

Website: [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

Email: [k.partington@wigan.gov.uk](mailto:k.partington@wigan.gov.uk)

Tel: 01942 486271

Information Commissioners Office

Website: [www.ico.org.uk/for-organisations/guide-to-data-protection](http://www.ico.org.uk/for-organisations/guide-to-data-protection)

Email: [registration@ico.org.uk](mailto:registration@ico.org.uk)

Tel: 0303 123 1113

### **Changes to Privacy Notices**

The school reserves the right to update privacy notices at any time and will provide you with a new privacy notice when substantial updates are made. The school may also notify you in other ways from time to time about the processing of your personal information.