



Privacy Notice

Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) May 2018

How we use your child's personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students. Highfields School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mr P Cole (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Personal information (such as name, contact details, contact preferences, date of birth, address, unique pupil number, identification documents)
- Results of internal assessments and externally set tests
- Student and curricular records (including assessment information)
- Characteristics (such as ethnic background, language, nationality, country of birth, eligibility for free school meals, or special educational needs)
- Exclusion and behavioural information
- Details of any medical conditions, including physical and mental health
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Post-16 learning information

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists



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- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. In order to comply with the GDPR, whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about students.

If you wish to request a copy of our record retention schedule, please contact the school on 01629 581888.

Who we share student information with

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Derbyshire County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining boards/awarding bodies
- Ofsted



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- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities (including school doctor/nurse, immunisation team)
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants (including independent careers advisor, Peripatetic teachers)
- Charities and voluntary organisations
- Multi-Agency Teams
- Police forces, courts, tribunals
- Professional bodies
- Schools/educational establishments that a student attends after leaving us
- Alps
- Braiswick (for school photography)
- Travel companies (for school trips/visits)
- Careers service
- Sporting Futures
- Creative Mentors
- Integrated Pathways
- Work experience placements
- Duke of Edinburgh Award Scheme
- Learner Records Service (for students enrolling for post 14 qualifications the Learning Records Service will give us the unique learner number (ULN) and may also give us details about students' learning or qualifications) (<https://www.gov.uk/government/publications/lrs-privacy-notice>)

Why we share student information

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

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 to share information about our students with Derbyshire County Council (our Local Authority) and the Department for Education (DfE) under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

For further information about how Derbyshire County Council and/or DfE collect and use your information, please visit:

- Derbyshire County Council website <http://www.derbyshire.gov.uk/privacynotices>
- DfE website <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



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If you are unable to access these websites, please contact:

For Derbyshire County Council:
Information Governance Officer
Children's Services Department
Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire DE4 3AG

Email: cs.dpandfoi@derbyshire.gov.uk

Telephone: 01629 532011

For DfE:
Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department. It contains information about students in schools in England and provides evidence on school performance to inform research, as well as studies commissioned by the Department. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information about our students from the NPD with other organisations/third parties which promote children's education or wellbeing 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 that these organisations must adhere to. 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
- the arrangements in place to store and handle the data

For more information, see the Department's webpage on [how it collects and shares research data](#).

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



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

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Derbyshire County Council and/or provider of youth support services, as they have legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of The Education Act 1996. This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

The information supplied will only contain the individual's name, address and date of birth as required by The Education Act 1996.

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Under data protection legislation, individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you or your child
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.



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Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the Headteacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
- Or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mr P Cole
Highfields School, Upper Lumsdale, Matlock, Derbyshire DE4 5NA
Telephone: 01629 581888