

PRIVACY NOTICE FOR PUPILS, PARENTS AND CARERS

We, The Whitby High School, collect information from you and your child and may receive information from your child's previous school and other agencies. We hold this personal data and use it to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

The categories of student information that we collect, hold and share include:

- Personal Information (such as Name, Unique Student Number and Address)
- Contact details (provided by you)
- Characteristics (such as Ethnicity, Language, Nationality, Country of Birth and Free School Meal eligibility)
- Attendance Information (such as Sessions Attended, Number of Absences and Absence Reasons)
- National Curriculum Assessment Results
- Exclusions and Behavioural Information
- Relevant Medical Information
- Special Educational Needs Information
- Post-16 Learning Information

DO I HAVE TO PROVIDE THIS INFORMATION AND WHAT WILL HAPPEN IF I DON'T?

The majority of student information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

WHO WILL MY INFORMATION BE SHARED WITH?

We will not give any information to anyone outside the school without your consent unless the law requires us to do so. We are required by law to pass some information to the Local Authority and the Department for Education (DfE) as part of statutory data collections. Some of this information is then stored in the National Student Database. To make a request for the personal information we hold on you, or be given access to your child's educational record, please contact **Mr D McGrath or Mr R Alexander**.

We routinely share student information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- The National Health Service (NHS)

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 the [Department for Education's website](#).

Visit the [National Student Database \(NPD\) website](#) for further information on the National Student Database.

The Department for Education may share information about our pupils from the National Student Database 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

We may pass on personal information for child protection reasons or to other relevant agencies or partners.

WHAT RIGHTS DO I HAVE WHEN IT COMES TO MY DATA?

Under the Data Protection Act and General Data Protection Regulation, you have the right to request access to the information that we hold about you.

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 purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

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 the data in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

WHAT ALLOWS YOU TO USE MY INFORMATION?

We collect and process student information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Student Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

HOW LONG WILL YOU KEEP THIS DATA FOR AND WHY?

We hold student data on-site for six years after a pupil's final leaving date. After this time, data is then transferred to a secure deepstore for a further three years before being destroyed. Pupils with Special Education Needs data is held on-site for +25 years after a pupil's final leaving date.

HOW WILL MY INFORMATION BE STORED?

Student data is stored on our School Information Management System (SIMS) and backed up using Cheshire West and Cheshire support services.

WHO CAN I COMPLAIN TO IF I AM UNHAPPY ABOUT HOW MY DATA IS USED?

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.

- Email: dmcgrath@whitbyhs.cheshire.sch.uk or ralexander@whitbyhs.cheshire.sch.uk
- By post: Data Protection Officer, The Whitby High School, Sycamore Drive, Whitby, CH66 2NU

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

Your data will not be used to take automated decisions about you or transferred abroad.